



**QUEEN'S
UNIVERSITY
BELFAST**

**SCHOOL OF
PHARMACY**

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Minutes

A meeting of the
SWAN SAT Team
Wednesday 5 September 2018

Present

- Dr Jonathan Coulter (Co-Chair)
- Dr Rebecca Craig (Co-Chair)
- Professor Carmel Hughes (Head of School Pharmacy)
- Dr Heather Anderson (School of Pharmacy Manager)
- Dr Dimitrios Lamprou
- Professor Karl Malcolm
- Dr Maeliosa McCrudden (Post-Doc Representative)
- Mr Matthew Carson (Faculty Data Analyst)
- Miss Lee-Anne Howell (Clerical Officer Representative)

In attendance:

1. Apologies

Professor Michael Tunney, Dr Maurice Hall, Dr Lezley-Anne Hanna

2. Minutes and matters arising

Dr J Coulter welcomed Matthew Carson, Faculty Data Analyst to the meeting and thanked everyone for attending.

Minutes from the meeting 15th June 2018 were approved.

3. SWAN application update

Dr Coulter advised the Committee that himself and Dr Craig were presently going through the application and addressing areas which had been identified by the application panel. Dr Coulter thanked Mr Carson for his assistance with obtaining the required data.

It was noted on the application that Pharmacy is a female dominant career, though the School should produce evidence of actively trying to recruit males. A new Outreach Officer is in the process of being appointed for the School and it is hoped that actions

for recruitment can be addressed.

Dr Coulter reported a gender imbalance in terms of the stock photos used on the website, strongly in favour of females. Given the disparity in the MPharm, MPhil and in particular DL courses it might be useful to use more gender balanced photos.

Dr Coulter advised that our male Level 3 and 4 students underachieve substantially in comparison with females within the same levels. The Committee agreed module classification to break marks down between males and females would be useful, to see where we can try to address issue.

Action: Dr Hall as ELO to access comparison between male and female marks for level 3 and 4 modules.

Action: Lee-Anne Howell to follow up with Mark McCalmont on updating website photos.

It was noted that Induction Books for new Academic and Clerical staff had been completed with inclusion of SWAN. A Technician book would be developed before the end of the 2018.

Action: Sinead McCullough to amend Clerical Induction Book to suit newly appointed Technical staff.

Action: JC and RC to organise an informal event after the current appraisal period to obtain staff feedback, on the current appraisal process.

4. Working Group Reports and next steps

Parental Leave Champion

Professor Malcolm presented a factsheet which included details of the Parental Leave policy and procedures.

Action: Lee-Anne Howel to uploaded to SWAN website and circulated to all staff

Unconscious Bias

Dr Hanna has produced pre- and post-training questionnaires for undergraduate students. Dr Haughey will be delivering a lecture to all Level 1 students within Skills Week, included will be a pre-training questionnaire which will need to be completed by the students. The students will then be asked to complete an online training session after the lecture, prior to completing a post-training questionnaire. Prof. Malcolm has uploaded the pre- and post-training questionnaires to the MPharm website.

Collegiality and successes

Professor Hughes advised that the latest version of the School Newsletter would be issued within the next week.

A Promotions lecture for academic staff will be delivered again this year. If poor attendance, frequency will be reconsidered for future years. Direct meetings with HoS

can be arranged on request.

Action: Prof. Hughes will deliver a promotions lecture, similar to what was delivered last year.

School events and outreach

The School will organise an in house event for International Men's Day, to be held on Wednesday 21st November.

Action: Dr Lamprou, Professor Tunney and Ms McGuckin to meet to discuss to organise event and invite relative speakers (ASAP)

Action: Lee-Anne to book Lecture Theatre and Seminar Room within Pharmacy

UG, PG and PDRA career development

A new UG and PG representative will be appointed in Semester One of 2018/19 academic year.

Dr McCrudden advised that the Post-Doctoral Forum is presently doing a lot of work towards Post-Doc career development therefore Dr McCrudden will provide relevant information to Dr Coulter for inclusion within the SWAN application.

Action: Dr McCrudden to email Dr Coulter all relevant information received from Post-Doctoral Forum, regarding career development

Beacon Activity

Dr Coulter advised this was presently on hold as Nursing and Medicine will hold similar events this Autumn, and it is not necessary for us to fulfil all stipulations of the action plan prior to resubmission. It is anticipated that the beacon activity will be held next year.

5. Mentorship Scheme

Professor Malcolm advised the Mentorship Workshop has been organised for Thursday 13th September.

Both Professor Hughes and Professor Malcolm expressed their disappointment at the low number of senior male staff who were willing to act as a Mentor, but hoped that they would be able to encourage more to participate in the scheme.

6.AOB

7. Date of next meeting

To be confirmed