



**QUEEN'S  
UNIVERSITY  
BELFAST**

**SCHOOL OF  
PHARMACY**

## **SCHOOL OF PHARMACY**

### **Minutes**

A meeting of the  
SWAN SAT Team  
Thursday 14 March 2019

---

#### Present

Dr Jonathan Coulter	Co-Chair
Dr Rebecca Craig	Co-Chair
Professor Carmel Hughes	Head of School; Collegiality & Success WG
Ms Tara Brown	School of Pharmacy Manager; SoP Policies WG; School events & Outreach WG
Ms Grace Meehan	Outreach Officer
Dr Lezley-Anne Hanna	Unconscious Bias WG
Dr Dimitrios Lamprou	Collegiality & success WG; School Events and Outreach WG
Professor Karl Malcolm	School Policies WG; Unconscious Bias WG
Dr Maeliosa McCrudden	Post-Doc Representative; Collegiality & success; UG, PG & PDRA career development WG
Dr Eoghan Mulholland	Post-Doc Representative; UG, PG & PDRA career development WG
Dr Wafa Al-Jamal	Unconscious bias WG
Ms L Howell	Clerical rep
Ms Zina Alfahl	PhD Student rep

In attendance: Ms Sinead McCullough

#### **1. Apologies**

Dr Maurice Hall, Professor Michael Tunney, Ms Megan Cairns.

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

Dr Craig welcomed Ms Tara Brown, School Manager, Ms Grace Meehan, Outreach Officer and Ms Zina Alfahl, PhD Student Rep to the meeting and thanked everyone for attending.

The minutes of the last meeting were agreed.

### **3. SWAN application update**

Dr Craig advised the committee that she and Dr Coulter were presently working on the SWAN application, while addressing areas which have been identified by the critical friends. Dr Craig reported they are currently collating final data from the School and the next stage of the application is to submit to the University iSAT team for final review before final submission before the Easter break.

**Action: Dr Craig and Dr Coulter collating data/feedback from School following the review from the critical friends.**

**Action: It was agreed to collate data on a more routine basis for the next SWAN application. Dr Coulter and Dr Craig to discuss data categories with Tara and Lynne Spence.**

#### Action Plan

The School of Pharmacy SWAN action plan has been circulated for comments. Prof Malcolm to forward his proposals and Dr McCrudden to provide relevant information on Post-docs to be included in the action plan. Prof Hughes had already provided comments on the action plan in her review of the full application, prior to circulation to critical friends.

Dr Craig suggested uploading the action plan onto the School sharepoint, and creating a repository of shared resources for the SAT.

**Action: Prof Malcolm and Dr McCrudden to forward proposals/information for action plan report.**

### **4. SAT Working group reports**

#### SoP Policies Group (Prof Malcolm, Dr Hall, Ms Brown, Ms Howell)

Prof Malcolm reported that personnel has been renamed as people and culture and as a result all links on the SWAN factsheet have been updated.

#### Unconscious Bias (Dr Hanna, Prof Malcolm, Dr Al-Jamal)

It was agreed to carry out Unconscious bias training and evaluation on an annual basis for all Level 1 students.

#### Collegiality and successes (Prof. Hughes, Dr Lamprou, Dr McCrudden)

Mr R Archibald is in the process of compiling the School's newsletter.

Dr McCrudden suggested publishing details in the newsletter of all staff in the School who have received staff recognition awards

**Action: Mr Archibald to circulate School's newsletter to all staff and undergraduate students.**

#### School events and outreach (Prof Tunney, Dr Lamprou, Ms McGuckin, Ms Brown)

It was reported that International Women's Day was a great success. Dr Craig thanked all who helped organise the event. Positive feedback was received from the event.

Dr McCrudden reported The NI Science Festival event "Belfast on a Brink" took place on 23<sup>rd</sup> February, it was agreed to run the event on an annual basis.

#### UG, PG and PDRA career development (Dr McCrudden, Dr Mulholland, Ms Cairns)

Dr Mulholland reported that an event for students wishing to pursue a PhD took place in January. Seventeen students had attended, twelve female and five male, after the event 94% said they would consider post graduate education. Positive feedback was received and it was agreed to run the event on an annual basis. Dr Mulholland has forwarded statistics and quotes from the event for inclusion in the SWAN application.

Dr Coulter emphasised the need to capture impact data at the close of events.

### **5. Other action points**

#### SWAN Website

Ms Meehan to liaise with Mr Pete Speak (Digital Insights officer) on providing statistics on traffic on the SWAN website.

Photos of International Men's and Women's Day to be published in the School of Pharmacy's newsletter which is to be uploaded onto the SWAN website.

**Action: Ms Howell to update information on the SWAN website.**

**Action: Ms Meehan to liaise with Mr Pete Speak on providing statistics on traffic on the SWAN website**

### **6. AOB**

### **7. Date of next meeting**

To be confirmed