



**QUEEN'S
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BELFAST**

**SCHOOL OF
PHARMACY**

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Minutes

A meeting of the
SWAN SAT Team
Friday 7 June 2019

Present

Dr Rebecca Craig	Co-Chair
Dr Wafa Al-Jamal	Co-Chair, Unconscious bias WG
Mrs Zina Alfahl	UG, PG, PDRA Career development working group
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
Ms Lee-Anne Howell	School Policies 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
Ms Aine McGuckin	Collegiality & success WG; School Events and Outreach WG Co-organiser of international men's day event

In attendance: Mrs Andrea Prentice and Mr Daire O'Neill

1. Apologies

Dr Eoghan Mulholland, Ms Megan Cairns and Dr Maurice Hall.

2. Minutes and matters arising

Dr Craig thanked everyone for attending and noted apologies.

Dr Al-Jamal queried if Undergraduate students are receiving the Newsletter. It was confirmed that Ross (School Office) was sending to them from next issue. Publication on the SWAN website was also discussed, including the potential to ask contributors to indicate consent for the information to be published publicly on the website. If not, this

information can be retracted.

Ms Meehan reported that the Website monitoring showed only 400 hits in the past year and on average people are only staying 13 seconds then leaving. Further reviews and analysis of website traffic will be ongoing.

3. SWAN application update

Dr Craig confirmed that the application has now been submitted with results not expected until around October and hopefully we will get a favourable outcome.

4. SAT Working group reports

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

Dr Craig noted that she is aware that some of the staff allocations within the SAT groups have been moved about and that distribution will be looked at when Deirdre Gilpin is back up and running.

Prof Malcolm continues to be extended leave champion and confirmed that he has had no queries yet so far this year. It was suggested that more signage is possibly needed to promote Queen's policy on extended leave and in particular the Parenting NI website and events. Ms Howell is to contact Deborah Morgan (People and Culture) with a view to gathering some information around events regarding parenting/parental events.

The Mentoring Scheme was discussed and Prof Malcolm confirmed that online review and feedback questionnaires have been completed. These results could possibly be analysed for inclusion in future applications. Prof Malcolm also questioned the uptake in the mentorship programme citing a lack of vouchers for Clements being used, but this is not necessarily reflective of the participation in the scheme.

Ms Aine McGuckin advised that Technicians from other Schools are unaware of potential mentorship scheme and she will follow up with them.

**Action: Ms Howell is to contact Deborah Morgan (People and Culture)
Ms McGuckin to follow up on mentoring scheme for Technicians**

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

Dr Hanna reported that feedback received on the training given to level 1 students has generally been positive. Studies have shown positive short term effects of the training but it was felt that it needs to be reinforced on an annual basis with possible re-assessment in level 3. Possible introduction of canvas module to perhaps be looked at but Dr Craig thinks this would not be possible for this academic year as if it doesn't have a module code it cannot be added, and QUB current priority is focussed on modules associated with QGIS. Possible compulsory training modules on Queen's Online and inclusion in Development Weeks are other possible options to be looked at.

Prof Malcolm advised about dissemination of information regarding various Ted Talks which promote gender initiatives and unconscious bias.

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

Dr Craig advised that the School aims to have at least two social events per year, one being the Christmas dinner and the other to be held at a neutral venue within the academic calendar.

Ms Howell will circulate potential doodle polls to gauge ideas for a possible second event (e.g. bowling), but it may be that there are sufficient social events with the introduction of more social aspects around international men's and women's days.

Dr Craig wanted to confirm that the School Newsletter is being circulated and Dr McCrudden suggested the potential of announcing winners of the STAR awards. Feedback had generally been negative in this regard due to people being reluctant to let people they know they had won an award, and Ms Brown and Prof. Hughes confirmed that the numbers of recipients were relayed at the recent school board.

It was agreed that more should be done regarding contacting the UG students in order to get items for the newsletter.

Action: Ms Howell will circulate potential doodle polls for second social event if deemed necessary.

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

Dr Lamprou confirmed that the reaction/feedback that he has received in relation to the International Men's and Women's day events has been positive. Dr Craig noted that she appreciates what is involved in the organisation of these and if everyone is happy the events should continue into next year. It was suggested that the dates be switched around to make the Women's day event the larger of the two.

Dr Lamprou acknowledged he would be happy to continue and Prof Malcolm proposed maybe a film could be included. Ms Meehan suggested the QFT as a venue for one of the events.

Dr Craig also asked for this subgroup to periodically review the School of Pharmacy website to ensure that everything is well balanced in terms of gender (e.g. photos/videos included), particularly in the areas that may be visited by prospective students and staff.

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

Due to the positive reaction to the Careers event run by Dr Mulholland in January, it was discussed that this could potentially occur on an annual basis. Dr McCrudden will request information from Dr Mulholland regarding careers event due to his imminent departure from the School.

Dr Lamprou discussed possible integration of careers event with a current event which promotes placements in the industry, outside of the main Masters course.

Action: Dr McCrudden to obtain information from Dr Mulholland regarding careers event

Beacon activities

Dr Craig reported that this would involve the SWAN Champions hosting an All-Ireland SWAN conference, a requirement for the committee in order for the School to try and achieve Gold Swan Award. The initially proposed date in 2019 is not practically feasible, so Dr Craig suggested 2020 would be the more likely date. Similar events have been held by the School of Nursing and the SMDBS, and therefore there is experience within the university which can be drawn upon.

The SWAN action plan will be presented to the School by Dr Al-Jamal and Dr Gilpin, most likely in semester 1 (2019) to further promote the SWAN initiatives. This will highlight that SWAN is the responsibility of the School, and not just the SWAN champions or the SAT, and ensure full School engagement.

5. Other action points

N/A

6. AOB

Dr Craig advised that data collection will be an ongoing process in relation to staff attending events, ie gender split. Dr Craig suggested that this could also be recorded on appraisal forms but Prof Hughes advised that appraisal process is changing and this may not be possible. Discussion was had on other ways of collecting data and GDPR.

Dr Craig wanted to confirm that information in Induction Handbooks has been updated. (Sinead)

Ms Meehan to update on outreach events and conventions

Replacement for Eoghan Mulholland discussed. Email to be sent to PhD students in the new academic year. It may be preferable to have a male PhD student to ensure gender balance in PhD student representation.

7. Date of next meeting

To be confirmed