



Minutes

COMMITTEE	SAGE Self-Assessment Team
MEETING NO.	11
DATE / TIME	05 December 2017, 2pm – 3.30pm
VENUE	Mills Room
ATTENDING	Margaret Harding (Chair), Richard Baker (RB), Nadine White (NW), Richelle Hilton (RH), Stephen Blackburn (SB), Emma Schultz (ES), Steve Eggins (SE), Sarah O'Callaghan (SO), Kuntala Lahiri-Dutt (KL), Jamiyl Mosley (JM), Sara Rowley (SR)
APOLOGIES	Elanor Huntington (EH), Rae Frances (RF), Paul Pickering (PP), John Evans (JE), Naomi Priest (NP), Megan Head (MH), Mark Nolan (MN), Joanna Sikora (JS)
OBSERVERS	Lucy McPherson, SAGE Project Officer

1. Welcome, Introductions and Apologies

Professor Margaret Harding (Chair) welcomed members to SAT Meeting 11 and outlined the agenda.

Apologies were noted.





2. Previous Meeting Minutes

No amendments were made to the minutes from SAT Meeting 10 held on 13 November 2017.

Sarah O'Callaghan (SO) moved a motion to have the Minutes accepted as a true and accurate record of the SAT meeting held 13 November. The motion was seconded by Professor Richard Baker (RB).

Resolution	Minutes from Meeting No. 10 held on 13 November 2017 were accepted by the committee.
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3. Previous Action Items

Action ID	Description	Status	Comment
32	Data sub-group to review communication slides and available data		Feedback provided and incorporated by project support team. Draft slide deck included in presentation slides for discussion.
35	SAT members to let the Project Team know if they want to attend the regional network meeting		No acceptances received by the due date.
36	SAT members to send recommendations based on the data presented to sage@anu.edu.au		No recommendations received by the due date.
37	SAT members to send any suggestions for parking at ANU to sage@anu.edu.au		No suggestions received by the due date.

4. Matters Arising

The Chair commented on the high number of apologies and recommended the timing of the February meeting be revised to remain within agreed family-friendly hours.

Action ID	Description	Due Date	Responsibility
38	Revise hours for February 2018 SAT meeting from 3pm to 2pm	13 December	Lucy McPherson

5. Key Business Items

5.1. Project Manager (PM) Report

Sara Rowley (SR) updated the SAT on the SAGE pilot project as detailed below.

- The project support team have sought a Voice reporting project update from Planning and Performance Measurement (PPM):
 - ANU is developing Voice reports accessible via the University's management information portal, Insight. This has required an iterative conversation between ANU and Voice Project to ensure data provided are appropriate and reliable.
 - The Voice reporting project will allow reporting from the three collections of the Voice survey data (2011, 2014 and 2016) to track changes in engagement and satisfaction among continuing and fixed term staff.
 - The reports will allow cross-tabulations including: College by gender, College by employment category (academic/professional) and gender by employment category.
 - Roll-out is expected toward the end of quarter one 2018.
- The SAGE project support team attended the recent Regional Network meeting in November:
 - Following on from a highly regarded presentation at the national symposium, SAGE has engaged Maureen Frank (Chief Disruption Officer, emberin) to present a series of four webinars for member institutions. The first webinar - *Unconscious bias training: a silver bullet?* - will be hosted 12 December.
 - The Regional Network collaborated on a video *STEMM's got talent: but nearly lost it*, which was launched at the SAGE symposium in September 2017. The University of Canberra is contacting each participating institution's media team to coordinate internal launches of the video.
 - Peer reviewer training is underway. Professors Richard Baker (RB) and Margaret Jolly (MJ) will commence training in December.

- Cohort One institutions are currently drafting applications and, at this stage, Regional Network members indicate a focus on processes in their action plans. The project support team will be provided with draft applications from Regional Network members to review.
- Communication successes were identified by Regional Network members. CSU has conducted ongoing face-to-face sessions between the Chair and various groups of staff. Similarly, CSIRO embarked on a series of roadshow sessions once data analysis was complete and again to road test the action plans.

Professor Richard Baker (RB) noted that he had completed peer review training in the previous week. The Chair asked that RB update the SAT on peer reviewer training during the February meeting.

Action ID	Description	Due Date	Responsibility
39	Professor Richard Baker to update SAT on peer reviewer training at SAT 1/2018	15 February	Richard Baker

5.2. SAT Application – Organisation and Culture

SR presented the key information from the papers circulated regarding section 5.4 - Organisation and Culture:

- The ANU Strategic Plan 2017-2021 outlines the visions and values of the University.
- The Code of Conduct provides a framework for the identification and resolution of issues concerning the conduct of staff.
- The ANU Staff Voice Survey provides quantitative evidence against questions raised in section 5.4 - Organisation and Culture.
- From 2017, Colleges and Service Divisions are expected to produce action plans based on Voice results and the majority of Colleges and Divisions have submitted their action plans.
- A draft *ANU Diversity & Inclusion Strategic Framework* has been submitted to the University Executive for discussion in late December 2017 with respect to the following six key areas of equity and diversity:
 1. Respectful and inclusive culture
 2. Gender equity
 3. Indigenous Australians
 4. Family friendly
 5. LGBTIQ
 6. Disability
- There are several mechanisms for sharing good practice across campus including SAT meetings.
- The HR Division is collaborating with PPM to develop HR Reporting Dashboards to enable easier access to HR data including diversity metrics:
 - ANU staff members will have role-based access to various dashboards e.g. female staff at each academic level.
- ANU is committed to ensuring staff and students are treated with integrity and respect:
 - There are policies, procedures, and guidelines regarding equity, bullying, harassment, grievance, and disciplinary processes at ANU
 - Training opportunities are available for supervisors at ANU to promote knowledge of and support for management responsibilities
 - Following the release of the Australian Human Rights Commission survey on sexual assault and sexual harassment results in 2017, the University engaged Rapid Context to undertake an independent review of all policies and procedures related to sexual assault and harassment, the vast majority of the recommendations have been accepted by the University.
- The Policy: Policy Governance is due for review in 2018, a possible recommendation could be to ensure equity is considered during policy development.
- The representation of senior women leaders at ANU is approximately at parity except at the Research School Director level:

- In the STEMM disciplines, only 14% of School Directors are women
- The Procedure: Senior Management Appointments and Contracts for Research School Directors specifies that, “in cases where fewer than 30% or 2 women are shortlisted, permission from the DVCA and Director HR is required for the search to proceed to final interview(s)”.
- Influential committees are generally gender balanced. Committees operating procedures typically have a clause that permits additional appointments to provide diversity.
- Timing of institutional meetings and social gatherings are determined by local areas.

- In August 2017, the HR Division conducted a content analysis of the ANU website (ANU Events and ANU News Feed) to measure how female role models are represented in comparison to their male counterparts:
 - Women are featured less than men in the news articles and are less likely to be shown in photographs that accompany articles.
 - An infographic has been produced highlighting the key findings and is being presented to University Executive for review in December.

The following comments and recommendations were made:

- Consider an additional key area, ‘visible minorities’, to the diversity and inclusion strategic framework.
- New sexual harassment training modules be made mandatory for all students.
- Update the policy review process so that areas must keep documentation compiled during the policy review process.
- Consider additional role models such as mentors and lecturers.
- Analyse the gender split of university data such as staff awards and honorary doctorates.

Any additional recommendations based on the data presented should be sent to sage@anu.edu.au.

Action ID	Description	Due Date	Responsibility
40	SAT members to send additional comments or recommendations based on Organisation and Culture data to sage@anu.edu.au	30 January	Lucy McPherson to email SAT members

5.3. SAGE Communication Slide Deck

The SAT reviewed the SAGE communication slide deck and provided the following feedback:

- Reduce the content on each slide
- Ensure the slide deck can be tailored for each area
- Focus more on why ANU is undertaking the SAGE pilot

A recommendation was made to separate the slides into a series four decks so that SAT members could choose the slide deck relevant to the needs of their audience. The deck themes suggested were:

1. What is the SAGE Pilot of Athena SWAN
2. What are the benefits for ANU
3. What is happening at ANU (including how people can get involved)
4. Data collected thus far

It was also recommended to engage SCAPA to produce a short video featuring the Vice-Chancellor discussing the importance to him of the SAGE Athena SWAN pilot project.

Action ID	Description	Due Date	Responsibility
41	Four slide decks to be generated	30 January 2018	Sara Rowley
42	Produce a SAGE Athena SWAN video featuring the Vice-Chancellor	15 January 2018	Sara Rowley

5.4. Key 2018 Dates

SR presented the key 2018 dates to the SAT which included SAT Team meetings, SAGE Project Steering Committee meetings, SAGE workshops and Regional Network meetings.

6. Other Business

Associate Professor Emma Schultz presented a review of the data subgroup's role:





- Consists of SAT members who have quantitative and qualitative data expertise
- Discuss the data needs for the application offline from the SAT meetings
- Will assist to design any surveys implemented as part of the project
- Will assist to create processes to monitor actions from the final application





7. Next meeting and action items




The next meeting is scheduled for Thursday, 15 February 2018 commencing at 2:00pm to 3:00pm.

8. New and ongoing action items: are identified in the table below for review and comment at the next meeting

Current Status at ANU

	Green: Timescales are on track. Work is in progress.
	Amber: Work is in progress, however, there are minor concerns with either the quality and/or timescales are not on track.
	Red: Little evidence of quality work in progress and/or timescales are not on track.
	Blue: Work is upcoming.

Action ID	Description	Responsibility	Status	Due Date	Action status	Notes
6 2/2017	Profiling of data required for Athena SWAN application	SAGE support staff	Ongoing	31/03/2019		Data profiling will continue throughout the project cycle
23 6/2017	Project plan to be distributed to SAT members once finalised and endorsed	Lucy McPherson	Ongoing	22/12/2017		
38 11/2017	Revise hours for February 2018 SAT meeting	Lucy McPherson	New	13/12/2017		
39 11/2017	Professor Richard Baker to update SAT on peer reviewer training at SAT 1/2018	Richard Baker	New	15/02/2018		

40 11/2017	SAT members to send recommendations based on the Organisation and Culture data presented to sage@anu.edu.au	Lucy McPherson to email SAT members	New	13/12/2017		
41 11/2017	Draft slide decks to be distributed to SAT members for review	Sara Rowley	New	15/01/2018		
42 11/2017	Review of Data Subgroup terms of reference	Sara Rowley	New	15/02/2018		

9. Completed action items: are identified in the table below for review and comment at the next meeting

Action ID	Description	Responsibility	Status	Notes
1 1/2016	Circulate HR practitioners' presentation on SAGE pilot	Lucy McPherson	Completed	Uploaded on SAT Alliance page
2 2/2017	Item for meeting 2 "how SAT members will work within their area"	Richard Baker	Completed	Discussed at meeting 2
3 2/2017	Invitations to be sent for meeting 19 January 2017	Lucy McPherson	Completed	Invitations for all 2017 SAT meeting have been emailed
4 2/2017	Diversity survey to be sent to SAT members	Lucy McPherson	Completed	Sent via email 28 February
8 4/2017	Final Draft of Communication Plan to be present at SAT Meeting 5	Sara Rowley	Completed	
11 4/2017	Preliminary Data for Bronze Application presentation to be put on Alliance site	Lucy McPherson	Completed	

Action ID	Description	Responsibility	Status	Notes
12 4/2017	Data profiling list to be put on Alliance site and members advised to provide feedback to SAGE@anu.edu.au	Lucy McPherson to write to SAT requesting information	Complete	Feedback is needed before the April SAT meeting
14 4/2017	Iris Bohnet "What Works" podcast to be distributed to SAT members	Richard Baker Lucy McPherson	Complete	
19 5/2017	Summarisation and circulation of action items requiring urgent response	Lucy McPherson	Complete	Urgent action items circulated immediately after meeting
9 4/2017	SAT members to send feedback on Maturity Model to SAGE@anu.edu.au	Lucy McPherson to write to SAT requesting information	Complete	
10 4/2017	SAT members to identify possible data cuts to be requested of Voice	Lucy McPherson to write to SAT requesting information	Complete	Feedback is needed by 26 April
13 4/2017	SAT members to review Cultural Audit on Alliance site and provide feedback to SAGE@anu.edu.au	Lucy McPherson to write to SAT requesting information	Complete	A standard Cultural Audit needs to be created and feedback needed before the April 2017 SAT meeting
17 5/2017	SAT members to provide feedback on the proposed new structure and propose possible topics for the meetings to sage@anu.edu.au	Lucy McPherson to write to SAT requesting information	Complete	Feedback is needed by 28 April
7 3/2017	SAT Members to send feedback on Communication Plan, Project Overview flyer, and Component Update to SAGE@anu.edu.au	Lucy McPherson to write to SAT requesting information	Complete	As these documents will be public feedback is needed before the April SAT meeting
22 5/2017	SAT Members to provide feedback on the SAGE consultation document to sage@anu.edu.au	Lucy McPherson to write to SAT requesting information	Complete	Feedback is needed by 1 May
16 5/2017	SAT members to suggest female academics who could be interviewed for ACT & Regional Network video to sage@anu.edu.au	Lucy McPherson to write to SAT requesting information	Complete	
24 6/2017	Peer review panel nomination document to be distributed to SAT members.	Lucy McPherson	Complete	
15 5/2017	SAT members to suggest possible events that could be included in Gender Equity Week to sage@anu.edu.au	Lucy McPherson to write to SAT requesting information	Complete	

Action ID	Description	Responsibility	Status	Notes
18 5/2017	SAT members to review data wish list and identify other areas to review to sage@anu.edu.au	Lucy McPherson to write to SAT requesting information	Complete	
5 2/2017	Committee members to forward details of best practice initiatives to Dr White to enable representatives from the local area to be invited to meetings to present	Lucy McPherson to write to SAT requesting information	Complete	Areas with good practice will be invited to present to SAT
18 5/2017	SAT members to review data wish list and identify other areas to review to sage@anu.edu.au	Lucy McPherson to write to SAT requesting information	Complete	
20 5/2017	Professional staff to send short biography to sage@anu.edu.au	Professional Staff on SAT	Complete	
21 5/2017	SAT members to nominate for the Data Sub-Group via SAGE@anu.edu.au	Lucy McPherson to write to SAT requesting information	Complete	
25 6/2017	Information on SAGE Symposium to be distributed to SAT members.	Lucy McPherson	Complete	
28 7/2017	SAT Members to suggest guest speakers for each theme	Lucy McPherson to email SAT members	Complete	
29 7/2017	Comments or suggestions about the quantitative data to be sent to sage@anu.edu.au	Lucy McPherson to email SAT members	Complete	
26 7/2017	SAT members to read Dr Penny King's paper on cultural surveys	SAT members	Complete	
27 7/2017	Project timeline to be uploaded to Alliance site	Lucy McPherson	Complete	
30 8/2017	SAT members to suggest ways of communicating about the project to members of the ANU Community	Lucy McPherson to email SAT members	Complete	
31 8/2017	SAT members to suggest methods of promoting Diversity in STEMM video	Lucy McPherson to email SAT members	Complete	
34 9/2017	SAT members send issues regarding ARC and NHMRC policies to pvc.ue@anu.edu.au	Richard Baker	Complete	

Action ID	Description	Responsibility	Status	Notes
33 9/2017	SAGE Symposium videos to be shared with the SAT when available	Lucy McPherson to email SAT members	Cancelled	Symposium was not filmed in 2017
35 10/2017	SAT members to let project team know if they want to the regional network meeting	Lucy McPherson to email SAT members	Complete	
36 10/2017	SAT members to send any recommendations based on the data presented should be sent to sage@anu.edu.au	Lucy McPherson to email SAT members	Complete	
37 10/2017	SAT members to send any suggestions for parking at ANU to sage@anu.edu.au	Lucy McPherson to email SAT members	Complete	
32 9/2017	Data sub-group to review communication slides and available data	Data sub-group	Complete	