

# Faculty of Science and Health Equality, Diversity & Inclusion Committee

EDI/2023-24/[AGENDA No 02 2024]



Meeting Minutes, to be approved by the Committee

**Date:** Wednesday 14th February 2024

**Attendees:** B Nolan (Chair), S Sheehy (RS), D O'Connell, D Collins, H Barry, L Cumba, L Crean, R O'Neill & S Dunne

**Apologies:** A Matthews, E Ni Fhloinn, H Goss, N Walsh, N Kerrigan, S McKenna & Z Farahani

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## Agenda

1. Welcome, introductions, apologies and adoption of the agenda
2. Confirmation of minutes of previous meeting, 27th September 2023
3. Matters arising
4. Update from Schools on AS action plan/submission plans
5. Setting priorities - this being a central part of our terms of reference: to identify strategic priorities for the Faculty concerning EDI
6. AOB
  - (a) DCU Athena Swan Committee
  - (b) Breastfeeding room access issue
  - (c) Human Library

Item N°	Main Points of Discussion
1.	The Chair welcomed new members and opened the meeting with introductions. Apologies were noted. The Chair adopted the agenda.
2	The minutes from the previous meeting were approved.
3.	The Chair informed the Committee that S. Dunne spoke to the Faculty student union rep, Adam King, and asked him for assistance in identifying a UG student rep for the Committee. It was agreed that the Committee will seek nominations for a UG rep by emailing programme chairs/year heads.  The Chair welcomed Lorna Crean (PGR rep) to the Committee.

	<p>The Chair acknowledged the Committee members' support in increasing awareness of the EDI Committee and University Policies within their Schools.</p>
4.	<p>The Chair asked the convenors for an update on their School AS action plan/submission plans.</p> <p>D. Collins (Biotechnology) informed the Committee that N. Walsh will give an update at the next meeting.</p> <p>D. O'Connell (Physical Sciences) told the Committee that they presented their action items at a School meeting and are currently working through them. She suggested that the Committee should look at common action items consistent across the Faculty. She also raised the issue of the timing of meetings (commencing at 10 am and concluding at 4.00 pm) and colleagues sending/receiving emails outside working hours. She added that it would be helpful to develop an induction policy for new staff in Schools. Following a discussion, it was suggested that the Faculty website could be used to provide support to all new staff in the Faculty, including technical and professional staff.</p> <p>L. Cumba (Chemical Sciences) told the Committee that she and N. Kerrigan (joint EDI coordinators) met with Joanne Mulligan (Athena Swan Officer) and found their meeting very informative. She added that they are currently working on surveys and aim to be completed by April 2024.</p> <p>S. Dunne (Psychology) informed the Committee that the School submitted an application last month. He added that they found the self-assessment process very useful as it raises issues that might not be addressed otherwise.</p> <p>B. Nolan (Mathematical Sciences - on behalf of E. Ni Fhloinn) told the Committee that Lorna Greene (EDI Adviser) gave a presentation to the School on policies. He added that the meeting was very positive with lots of questions and engagement from colleagues.</p> <p>R. O'Neill (Nursing, Psychotherapy &amp; Community Health - on behalf of A. Matthews) told the Committee that the School is working through their action plan. Following a discussion on the terms of reference for Schools, R. O'Neill offered to send the SNPCH terms of reference to S. Dunne.</p>

	<p>H. Barry (Technical - Physical Sciences) informed the Committee that the technical working group meets with the Dean monthly. This forum offers an opportunity to increase the awareness of the EDI Committee and University Policies.</p> <p>L. Crean (PGR) told the Committee that she has not yet received an update regarding EDI.</p>
5.	<p>B. Nolan informed the Committee that under our terms of reference, we have several key responsibilities - to identify strategic priorities for the Faculty in relation to EDI. After a brief discussion, it was agreed that the main priority is acquiring the Athena Swan Bronze Award for all Schools and implementing action plans.</p> <p>D. Collins said that the Committee should act as a source of information, offering experience and connections for colleagues starting the Athena Swan process.</p> <p>D. O'Connell agreed that it would increase efficiency and reduce the workload for colleagues working on their applications and action plans.</p> <p>L. Cumba advised using templates received from Joanne Mulligan for surveys etc, as that can be really helpful.</p> <p>S. Dunne suggested looking at priorities for each School in their action plans to identify common issues and share.</p> <p>B. Nolan agreed and suggested putting a one-page blank template on the shared drive for each School convenor to update. This could also include their application status and the date they are aiming for etc.</p> <p>R. O'Neill also agreed saying this would increase the level of information and support around the Faculty.</p>
6a.	<p>The Chair notified the Committee that the next DCU Athena Swan Committee meeting on the 26th of February will be a single-item agenda - to review the draft action plan. The Chair will update the Committee at the next meeting.</p>
6b.	<p>Ray O'Neill raised the issue of access to the breastfeeding room in the Lonsdale building for two SNPCH students. Students who wish to avail of the room are required to collect and return a swipe card from the H&amp;S Office. Due to issues obtaining the swipe card from this office, students have missed classes and felt pressured due to the lack of accessibility. After a brief discussion there were some suggestions, i.e. putting the students on the swipe card system in the Lonsdale or a collection point in the Lonsdale rather than the H&amp;S Office. The Chair will speak to Paula Kierans (H&amp;S Manager) and Veronica Dobbyn (CTO - SCS) regarding access and to check if it's a dual room.</p>

6c.	H. Barry drew the committee's attention to the Human Library event in March.	
	<b>Actions</b>	<b>Action by</b>
1.	The Committee will seek nominations for a UG rep by email to class reps.	School EDI Coordinators
2.	Chair to raise (i) common induction information/processes and (ii) timing of meetings with Heads of School and the Executive Dean through FMB, and the latter item at the University Athena Swan SAT meeting.	Chair
3.	R. O'Neill to send the SNPCH terms of reference to S. Dunne.	R. O'Neill
4.	The Chair will share an action plan template with the Committee for updating.	Chair
5.	The Chair will share relevant documents in the EDI committee folder.	Chair
6a.	The Chair will update the Committee following the DCU Athena Swan Committee meeting later this month.	Chair
6b.	The Chair will follow up with relevant offices regarding access to the breastfeeding room in the Lonsdale building.	Chair

Date of Next Meeting					
<b>Date</b>	23rd April 2024	<b>Time</b>	TBC	<b>Location</b>	TBC