

**University Of Dublin
Trinity College
Equality Committee**

Minutes of a meeting held on Tuesday 28th May 2013 at 2pm in the Secretary's Conference Room, 3-4 College Green.

Present: Ms S MacBride (acting Chair), Mr D Treanor, Ms L Power, Prof I Arnedillo Sánchez, Mr A McEwan (GSU), Ms A Ní Chonaire (SU), Ms V Butler, Prof J Walsh, Ms M Garvey (Secretary).

Apologies: Prof M Bourroche (Chair), Mr T Woods, Vice-Provost, Ms C Hannon, Prof M McCarron.

In attendance: Dr J Richardson, Mr A Costello*.

Present for: *Eqal/12-13/31

Items for Board attention are denoted XXX

Ms MacBride welcomed the Committee and confirmed that she would be Acting Chair in Prof Bourroche's absence.

Eqal/12-13/27 Minutes

The minutes of the previous meeting, 20th March 2013, were approved subject to the following amendment:

Any Other Business: The text to be amended to read "Mr McEwan commended the Equality Officer on the coordination of the College International Women's Week which occurred between 4th- 8th March and involved many schools, departments, clubs and societies".

Matters arising were discussed and minuted below:

Eqal/12-13/28 [Eqal/12-13/12] TCD Global Strategy. Ms Garvey confirmed that she met Dr E Doyle who is investigating intercultural awareness training. She also confirmed that she and Dr Doyle discussed the role inclusive teaching and assessment methods can play in enhancing the learning experiences of international students.

Eqal/12-13/29 Action call-over

A – Equality Fund Showcase 2012-13: Ms Garvey reported that she has contacted the organisers of completed projects to advise them of the Equality Fund Showcase. She confirmed that she will advise all other organisers when circulating the six-month reminder in June. Ms Garvey reported that the majority of projects are now either complete or near completion. Two projects have received an extension to allow for launch events at the beginning of the new academic year and one project had originally been funded for an event scheduled for September 2013.

B – Human Resources Committee Liaison: Next agenda item.

C - Student Accommodation Allocation: Ms Garvey reported that she is awaiting confirmation from the Dean of Students (Chair of the Accommodation Review Working Group) that criteria for room allocation on campus and Trinity Hall are identical. Both locations use the same online portal for applications.

D - Part-time Student Service Provision: Ms Garvey confirmed that the Faculty Offices reported 1601 part-time postgraduates and 157 part-time undergraduates in April 2013.

E - Central Societies Committee (CSC) and Student Society Dignity and Respect / Accessibility Awareness: Ms Garvey confirmed that following feedback regarding the Statement of Commitment from the Equality Committee she attended a Capitation Committee meeting and circulated the

Statement of Commitment to each of the capitated bodies for feedback. DUCAC has offered feedback and its recommendations have been used to further develop the document. DUCAC plans to include the document within its handbook for 2013-14. Both Publications and the CSC confirmed that they would review the document and respond following the examination period. The Students' Unions have existing codes of practice which cover accessibility and inclusion.

Following initial feedback from the CSC and DUCAC the document now stresses that each student signed an agreement upon registration to observe and respect all College regulations, including the College Equality Policy and Dignity and Respect Policy, and that there is an expectation that all activities run by students should comply with these policies. The document is therefore designed to assist students in adhering to these policies by advising of eight steps to follow to support the engagement of all students within their clubs / societies.

F – Board Request for Gender and Fellowship Report: Ms Garvey confirmed that she has received historical statistics from the Provost's Office regarding gender and Fellowship and is awaiting statistics regarding discipline and Fellowship. She has also received qualitative data collated for the INTEGER Baseline Survey (report published this month). She is awaiting nominees from the Fellows for input into the report. In the meantime, she has begun analysis of data provided.

G – Trans* Policy: Ms Garvey confirmed that the first meeting of the Trans* Policy Working Group has been held and that the Group is currently refining the structure of the policy. The Group has agreed a timeline that seeks to have a preliminary draft available before the first Equality Committee meeting of 2013-14. The group plans to have the final policy document approved before the end of 2013-14.

H – Living Equality and Diversity Programme (LEAD) Implementation

Progress Report: Ms Garvey reported that LEAD communications are continuing as per the Progress Report. She circulated an e-mail to all staff in April with a reminder regarding the September deadline and held a series of facilitated sessions for staff throughout April. She also confirmed that she is to meet Ms F Haffey in Recruitment on the 30th May to review readiness the September deadline.

Equal/12-13/30 HR Committee items to discuss

The acting Chair invited Prof Walsh to report on Human Resources (HR) Committee items related to equality.

Prof Walsh reported that he has raised fee remission for continuous professional development at a HR Committee meeting. He noted that the requirement that an individual have completed two year's continuous service to be eligible for fee remission favours permanent and long-term staff, and that this makes it difficult for postdoctoral researchers and new lecturers to access beneficial training such as the M.Ed. in Higher Education. Ms MacBride confirmed that this policy also affects administrative / support staff.

Mr Treanor further noted that fee remission for internal College courses can impact on local budgets as College has a fund for external fee remissions but not internal.

Ms Power confirmed that access to fee remission had been available to permanent staff only but was extended following the Fixed Term Workers' Act. The condition regarding two years continuous service was then added.

The Committee agreed that while it may be beneficial to review the College policy on fee remission, the issue does not fall under equality legislation and should be progressed through the HR Committee. The Committee noted that the HR strategy, which is to go to Board on 29th May, may include such policy review within its remit.

Section A – Policy issues

Equal/12-13/31 Accessible Information Implementation Report

XXX The Committee welcomed Mr A Costello, College Assistive Technology Officer, to the meeting to discuss the Accessible Information Implementation Report. Mr Costello confirmed that 2012-13 had been year 4 of the College's implementation plan and that the policy covers print communication, electronic resources, person to person communication and College events and activities.

Mr Costello highlighted the following activities from the Report:

- **Liaison with Areas:** Four administrative areas and four academic areas were audited to review their understanding of, and compliance with, the Accessible Information Policy. Compliance amongst academic staff has been low compared to administrative staff working in either administrative or academic areas.
- **Branding:** The 2011-12 Report highlighted inaccessible College branding. The Communications' Office have appointed a branding manager who is to ensure all branding is accessible and the Director of the Disability Service, Mr Treanor, has been asked to join a steering group for College-wide brand implementation.
- **Online Resources:** Trinity Inclusive Curriculum (TIC) online resources (www.tcd.ie/capsl/tic) continue to be updated and promoted as the first point of reference for accessibility related queries.
- **Training Sessions:** Training sessions throughout the year included sessions for library and administrative staff, IS Services Helpdesk staff, and Nursing and Midwifery staff.
- **Web Accessibility:** The Web Accessibility statement has been revised for clarity.
- **E-Learning:** Mr Costello liaised with CAPSL to ensure the new Blackboard system met College accessibility standards.

Procurement: Mr Costello liaised with the Procurement Office on a framework to ensure all requests for tender (RTF) include accessibility questions. Online information regarding accessible procurement is to be moved from the Disability Service website to the Procurement website. Ms Power highlighted the importance of explicitly questioning potential providers regarding access, and cited a recent example where accessibility had been included within RFT questions, yet external service providers proved unprepared to meet access needs when questioned explicitly.

Irish Sign Language (ISL) provision: Mr Treanor reported that the Disability Service has been tasked with developing clear guidelines for the provision of ISL interpretation services for Deaf staff in College. Guidelines cover the booking of ISL interpreters for College events attended by Deaf staff. Mr Treanor advised that while financial responsibility for booking interpretation has been agreed, discussions are ongoing regarding the administrative responsibility. He advised that processing bookings through the staff member's school will ensure clarity of processes. The Committee suggested that Mr Treanor meet with the Faculty Deans to explain the proposed guidelines and their rationale and that, following agreement at Faculty level, the Deans can communicate new procedures to schools.

The Committee reiterated the importance of ensuring that all staff be accommodated to attend all College events.

Compliance Rates: The Committee discussed the low compliance rates amongst academic staff. Mr Costello cited as an example that inaccessible training resources are uploaded daily to Blackboard yet clear online guidelines for the development of accessible teaching resources are available. Ms Garvey noted that the majority of staff attending previous accessible information training sessions have been administrative and support staff.

Mr Costello stated that the policy must be shown to have the explicit support of senior academic staff to effectively raise compliance levels. For example, commitment to the Accessible Information Policy has been demonstrated at senior administrative level through the practice of returning all inaccessible documents submitted to Board for amendment.

The Committee suggested the following avenues for communication:

- Heads of Schools,
- Directors of Teaching and Learning, requesting that they, in turn, ensure the compliance of their course directors, who are to ensure the compliance of their module co-ordinators,
- A global e-mail from the Senior Lecturer,
- Send the Accessible Information Implementation Report to the Graduate Studies Committee, the Undergraduate Studies Committee, and Council with recommendations for enhancing compliance.
- Highlight the need for a clearer top-down commitment to implementation across College at Board.
- Continue to embed training into CAPSL.

Highlighting the importance of repetition the Committee considered how combining a number of the suggested communication strategies may be most effective.

The Committee noted that serif fonts, particularly Times New Roman, are still prevalent in College documentation, and many courses still direct students (through guidelines in handbooks, online or within module documentation) to use Times New Roman within continuous assessment assignments, final projects, and dissertations. Ms Garvey confirmed that an email had been circulated to all Heads of Schools in January 2012 regarding accessible thesis regulations. Ms MacBride advised that she would discuss thesis requirements with the Dean of Graduate Studies and Prof Walsh advised that he would raise the issue at Council.

The acting Chair thanked Mr Costello for his presentation and commended him on his work to implement the Accessible Information Policy.

Action:

- Mr Treanor to meet with Faculty Deans regarding the details of, and rationale for, new ISL Interpreting procedures.
- The Chair to raise the Accessible Information Implementation Report at Board and to highlight the need for a clearer, top-down commitment to implementation across College.
- Ms MacBride to discuss inaccessible thesis regulations with the Dean of Graduate Studies,
- Prof Walsh to highlight the Accessible Information Policy in relation to thesis regulations at Council.

Eqal/12-13/32 Equality Monitoring Report 2012-13

XXX Introducing the Annual Equality Monitoring Report Ms Garvey noted that it has been produced annually since 2006-07 and collates data regarding College staff and students using internal and external sources. She thanked the Monitoring Advisory Group and those who supplied data for the Report.

Ms Garvey reported that on-going work on College information systems resulted in delays in the availability of data from some sources this year. Missing data includes the breakdown of academic staff within schools by gender and grade (usually retrieved from the WiSER database), and overall student figures usually collated for the HEA in March. Ms Garvey further drew the Committee's attention to reports by suppliers of data that current data collation systems can be time-consuming as they often rely on the manual copying of data from central systems to stand alone data bases and spread sheets.

Ms Garvey drew the Committee's attention to some of the key findings in the report including:

- The continuing gender imbalance in senior positions. In January 2012 62% of heads of administrative areas and heads of schools were male, and 77% of Fellows were male. Overall 55% of staff are female.
- The limited progress towards gender equality within academic grades since 2006. The proportion of female Professors (chaired) has remained at 12-14% throughout this period. Progress has been made at Professor (non-chair) grade with an increase from 26% to 36% during that time period. Overall 42% of academic staff are female.
- While the Report shows a gender balance within research grades many informal procedures exist in College for hiring early-career researchers. The reported figure only captures researchers that are known to HR.
- The gender balance within overall administrative / support grades masks imbalances within specific areas. For example, 100% of Nursery staff are female and 99% of the Buildings Office staff are male.
- 78% of part-time staff are female. This may impact gender and progression. For example, only full-time staff may apply for Fellowship.
- There has been a fall in overall success rates for senior academic promotions and merit bar progression compared to the previous cycles.
- The male success rate for Library and Administrative promotions (65%) is significantly higher than the female rate (39%).
- More women applied for senior promotions when compared to the 2008 cycle (34% versus 22%). 36% of applicants for Personal Chairs were female compared to 0 in 2008).
- For the first time the proportion of eligible females seeking to progress beyond the merit bar has been greater than the proportion of eligible males. The proportion of eligible females applying for progression from Health Sciences rose from 24% last year to 42% this year.
- The completion rate for the recruitment monitoring form fell to 10% from 24% in 2010-11 and 45% in 2008-09. It is anticipated that the rate will improve following the introduction of the e-recruitment monitoring system.
- The proportion of students enrolled on a part-time basis is very low; especially at undergraduate level (3.5% by comparison to 12.7% HEA average).

- Within the HEA equal access form, new entrants are less likely to report being white Irish, and more likely to report a disability or a Manager / Higher Professional background when compared to the overall third level sector.
- In 2012-13: 1058 students were registered with the Disability Service (a rise of 8.6%); 904 students were registered as mature students (435 through the Dispensation scheme); 694 level 8 students were registered with TAP and a further 121 enrolled on the College Foundation courses.

Ms Garvey reported that without the WiSER statistics a greater analysis by gender and discipline had not been possible but that the WiSER database is expected to be updated in early June and she will circulate the findings then. She also advised that once overall student figures are completed she will update the student section to note the percentage of students from non-traditional backgrounds.

Ms Garvey invited questions from the Committee and asked them to consider which recommendations should be raised at Board and which actions should be prioritised.

The Committee discussed membership of Board, Council and their principle committees, expressing concern over gender imbalances and the breakdown between junior and senior staff amongst voting members. Noting its duty within its terms of reference to assist Board and Council to implement equality practices in College, the Committee agreed that the Secretary should write to committees with strong gender imbalances to express its concern and request a response. As committee structures are to be reviewed within the START process the Committee also agreed to write to the Bursar, as Chair of the START Review Group, to highlight the need for a greater gender balance and junior / senior staff representation within committees.

With reference to the variation in male and female success rates at Administrative and Library promotions in the last promotion cycle the

Committee noted the importance of monitoring future cycles to identify any possible trend.

The Committee discussed disclosure rates amongst staff with Disabilities. This year College surpassed the 3% staff target defined in the Disability Act (3.7%), however many staff members in receipt of reasonable accommodations do not formally disclose. The Committee discussed whether all staff in receipt of reasonable accommodations could be asked to formally disclose their disability. Partial disclosure (when staff or students disclose to one area of College but not to another) was highlighted and the Committee noted that while an individual can choose who and when to disclose, College cannot be responsible for the provision of accommodations where a need has not been formally disclosed to the relevant area. College continues to work to ensure the College environment is one where all feel safe disclosing and Ms Power suggested that communications with trade unions may contribute to the development of this culture.

Regarding the socio-economic background of students, the Committee suggested comparing College figures with the average across the university sector, to ensure a comparison with similar institutions. Prof Walsh suggested a possible link between College's limited part-time study opportunities and the under-representation of students from lower socio-economic backgrounds.

The Committee approved the Report for circulation to the next Board and Council and suggested that relevant excerpts be circulated to Schools and Administrative Areas. The Committee also discussed options for broader dissemination of the Equality Monitoring Report to all staff and students.

Actions:

Ms Garvey to:

- Submit the Equality Monitoring Report 2012-2013 to Board together with the minutes.
- Submit the Equality Monitoring Report 2012-2013 to Council for noting.

- Prepare and circulate data extracts to schools and administrative areas.
- Liaise with principle committees with significant gender imbalances, reiterating the need for gender balance.
- Write to the Bursar highlighting the need for greater gender balance and junior / senior staff representation on College committees.
- Consider methods for broader dissemination including the circulation of a global email highlighting key points.
- Add a comparison with the reported socio-economic background of students, within the university sector to table 3.2.1 (c).

Section B – Implementation issues

Equal/12-13/33 - Equality Committee performance evaluation (as per 6.1 of the terms of reference).

Ms Garvey advised that the Equality Committee terms of reference provide for an annual review by committee members of its performance and its terms of reference to consider any recommendations for change. She reminded the Committee that a full self-evaluation exercise had been completed in 2011-12 and that there is now an opportunity to review the outcomes of the changes that arose from that evaluation, including membership, frequency and functioning of meetings, and the remit, scope and activities of the Committee. Ms MacBride suggested that the template circulated to Committee members for the 2011-12 self-evaluation exercise could be adapted and circulated for use.

Ms Power suggested adding a question to the evaluation regarding vision for the Committee going forward.

Actions: Ms Garvey to adapt and circulate a self-evaluation to Committee members along with a draft schedule for 2013-14.

Section C – Matters for Noting

Any Other Business

The Committee thanked the Students' Unions Representatives for their work this year and wished them good luck for the future.

Signed

Date