

## **Mentoring Committee summary minutes**

### **January 2016**

The Committee noted that 7 matches had been agreed by correspondence since the last meeting, and one further match was agreed at the meeting. A report was provided on latest statistics regarding participation in the scheme, and mechanisms to encourage more people to join as mentors (particularly senior staff) and mentees (particularly students) were discussed. Rotation of Committee membership was agreed - 3 members (Leanne Hodson, Erica Dall'Armellina and Chris Price) "rotated off" after serving for two years, and two new members (Vanessa Ferreira (CVM) and Chris Groves (OCDEM) were welcomed to the Committee. Advertising the scheme at the RDM symposium and repeat training sessions for mentors were also discussed.

### **April 2016**

4 RDM matches were agreed at the meeting. Following a request from OxFEST (Oxford Females in Engineering, Science and Technology), RDM had agreed to provide mentors for their scheme, and an additional 4 matches were agreed. An update on participation in the scheme, by gender and grade was noted.

### **June 2016**

Michaella Smart, RDM's mentoring co-ordinator presented a session at the UAS conference in April 2016 entitled "Shaping departmental cultural change via a departmental mentoring scheme". The session was well attended and received excellent feedback. As a result, a number of contacts have been made, providing advice to others on introduction of schemes, and opportunities for collaboration. It was reported that Professor Alison Banham, Chair of the Mentoring Committee, had been successful in a joint bid with Oxford Brookes to obtain support for establishing workshops to build a network of groups to share good practise in mentoring scheme growth and sustainability. 5 RDM mentoring matches were agreed. The scheme would be advertised at the students induction day, and Lynn Clee would give a brief presentation.

### **October 2016**

Zahra Aboukhalil (D.Phil. student) was welcomed as a new member of the Committee. 7 mentoring matches had been agreed over the period since the last meeting in June 2016. Lynn Clee reported on progress against the Athena SWAN action plan, including efforts to recruit more senior staff to be mentors and more student mentees, and continued promotion of the scheme, via bulletins, newsletters, the new website and the RDM symposium.

### **February 2017**

2 matches were agreed by correspondence, and a further 4 matches made at the meeting. The Committee also received updated data on numbers and relationships (102 mentees (including 20 students), 65 mentors, 65 active relationships, 39 closed relationships, enrolment around 20% of eligible staff. Plans for the stand at the RDM Symposium and the mentoring section of the new RDM website were discussed. An update was provided on the latest meeting of the STAMINA-EPSCRC IAA project.