



**Engineering Professors' Council  
Minutes of the meeting of the  
Recruitment and Admissions Committee (RAC)  
held on 30<sup>th</sup> January 2023 via Zoom**

***Present via Zoom***

Steve Bullock (SB), Georgina Harris (GH), Martin Eason (ME) and Johnny Rich (JR)

***With***

Stella Fowler (SF) and Rhian Todd (RT)

***Apologies***

Colin Turner (CT), Mike Bramhall (MB) and Geoff Parks (GP)

		Action ref
<b>1.</b>	<b><i>Apologies for absence</i></b>	
	Apologies were received and noted as above.	
<b>2.</b>	<b><i>Minutes of the meeting held on 14<sup>th</sup> October 2022</i></b>	
	The minutes of the previous meeting of the Recruitment and Admissions Committee held 24 <sup>th</sup> November were <b>approved</b> .	
	Draft watermark to be removed and final minutes to be loaded to website. <b>Action: RT</b>	<b>2301-01</b>
	SF said she has started a discussion about Personal Statements on EPC Online and asked the committee to comment. SB will comment and suggested all committee members contribute. <b>Action: All</b>	<b>2301-02</b>
<b>3.</b>	<b><i>Matters arising (not covered elsewhere in the agenda)</i></b>	
	None.	
<b>4.</b>	<b><i>Reflections on Recruitment and Admissions Forum 2022</i></b>	
	SB thanked the Executive Team and Georgina Harris along with her team at Arden. SB thought the event went well and the attendees were interesting and interested.	

	<p>JR asked if the Forum is the right format. Should we charge? Should it be in person?</p> <p>GH said there were issues with train strikes during the Forum which may have affected attendance. GH thinks the charge to attend for members should just be enough to cover costs. SB said the ticket price isn't the issue, it's the cost of travel and accommodation.</p> <p>GH said the footage of the event should be available by the end of the week.</p>	
<b>5.</b>	<b><i>Planning Recruitment &amp; Admissions Forum 2023</i></b>	
	<p>JR suggested running a member survey.</p> <p>Did they attend the Forum?</p> <p>If they didn't attend, why not? Cost? Getting approval?</p> <p>SF did send a survey out asking if members would prefer a hybrid event. Only two responses were received but their preference was for hybrid. SG suggested thinking about who we want to attract. Maybe calling it the Recruitment &amp; Admissions Forum is limiting who will attend? The committee suggested a number of new titles:</p> <p>Student Experience Forum</p> <p>Engineering Education Futures</p> <p>This will be discussed further following survey results.</p> <p>SB asked about the location of the Forum. Would it be worth alternating each year between London then an alternative? JR said if it becomes a hybrid event it will need to take place at an institution where you will get plenty of in person attendees. GH said it is hard to get the same level of engagement when delegates attend online. SB suggested taking recordings of talks and Q&amp;A's, then loading these to a discussion on EPC Online so the conversation can continue.</p> <p>JR and SB to discuss this further following the survey.</p> <p>SF to create and circulate the survey. <b>Action: SF</b></p>	<b>2301-03</b>
<b>6.</b>	<b><i>Enrolment Survey 2023</i></b>	
	<p>SF asked the committee if they thought it appropriate to change the survey to include more gender options than male and female. The data explorer reads the data set from the questionnaire so making the change would incorporate a lot of work. The committee discussed and agreed SF should check what UCAS and HESA use. <b>Action: SF</b></p> <p>JR asked the committee if there was any data available on neurodiversity. SF said it is a protected characteristic so Universities are not allowed to ask. SF said she could do a detailed analysis on disability in the HESA datasets as a starting point. JR suggested doing the analysis and then writing a blog. SF will find what data is available and put together some analysis for the next meeting along with a blog. <b>Action: SF</b></p>	<p><b>2301-04</b></p> <p><b>2301-05</b></p>
<b>7.</b>	<b><i>UCAS Consultation</i></b>	
	<p>JR told the committee that UCAS have been doing lots of consultation work. Fair access has gone up their priority list, also apprenticeships and lifelong learning. JR shared the report and recommendations within.</p>	

	<p>The committee discussed grades on entry. GH said clear signposting is needed. Courses studied may be more relevant than grades? UCAS directs students to degree programmes that students may not be prepared for. JR suggested that a scatter diagram of grades would be useful.</p> <p>JR suggested the consultation response should say that the exercise they have completed regarding academic references and personal statements should be replicated for the courses requirement pages. They need to be clearer about grades on entry and break down the course requirements from a free text page to a set of comparative description areas. GH and SB suggest a call for transparency from Universities regarding entry requirements. GH said it would be interesting to ask them to publish who got entry last year so students can see whether they fit.</p> <p>JR asked the committee if students submitting five applications should have the option to submit five tailored applications. SB commented that it sounded like a lot of work for students. JR suggested the option that students submit one application with the ability to edit further applications if the student felt it necessary.</p> <p>SF has already asked members to respond to the questionnaire. SF suggests the EPC submit a response but not complete the questionnaire. SF to draft a response and circulate. <b>Action: SF</b></p>	<b>2301-06</b>
<b>8.</b>	<b><i>Recruitment &amp; Admissions Toolkit</i></b>	
	SB suggested discussing the toolkit at the next meeting. RT to add it to the next meeting's agenda. <b>Action: RT</b>	<b>2301-07</b>
<b>9.</b>	<b><i>Date of next meeting</i></b>	
	RT to create a doodle poll for a meeting in 6-8 weeks time.	<b>2301-08</b>
<b>7.</b>	<b><i>Any other business</i></b>	
	None.	

#### Action log

Reference	Agreed action	By
<b>2301-01</b>	Draft watermark to be removed and final minutes to be loaded to website.	<b>RT</b>
<b>2301-02</b>	SF said she has started a discussion about Personal Statements on EPC Online and asked the committee to comment. SB will comment and suggested all committee members contribute.	<b>ALL</b>
<b>2301-03</b>	SF to create and circulate the RA Forum survey.	<b>SF</b>
<b>2301-04</b>	The committee discussed and agreed SF should check what UCAS and HESA use.	<b>SF</b>
<b>2301-05</b>	SF will find what data is available and put together some analysis for the next meeting along with a blog.	<b>SF</b>

<b>2301-06</b>	SF to draft a response to UCAS consultation and circulate.	<b>SF</b>
<b>2301-07</b>	RT to create a doodle poll for a meeting in 6-8 weeks time.	<b>RT</b>