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**Engineering Professors’ Council**

**Minutes of the meeting of the**

**Recruitment and Admissions Committee (RAC)**

**held on 19th June 2023 via Zoom**

## Present via Zoom

Steve Bullock (SB), Georgina Harris (GH), Johnny Rich (JR), Mike Bramhall (MB) and Geoff Parks (GP)

***With***
Stella Fowler (SF) and Rhian Todd (RT)

## Apologies

Ion Sucala (IS), Andrew Thorn (AT) and Gillian Laird (GL)

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|  |  | **Action ref** |
| ***1.*** | ***Apologies for absence*** |  |
|  | Apologies were received and noted as above. |  |
| ***2.*** | ***Minutes of the meeting held on 3rd April 2023*** |  |
|  | The minutes of the previous meeting of the Recruitment and Admissions Committee held 3rd April were **approved**.Draft watermark to be removed and final minutes to be loaded to website**. Action: RT** | **2306-01** |
| ***3.*** | ***Matters arising (not covered elsewhere in the agenda)*** |  |
|  | Recruitment and Admissions toolkitRT to add a note to the top of the toolkit page on the website in green – ‘Produced in 2014 so some information is now out of date’. **Action: RT**JR said EPC have been awarded funding by RAEng to do some research work using UCAS data, specifically to look at engineering admissions. SF told the committee what she will be looking into. SB and GP offer to be a sounding board.  | **2306-02** |
| ***4.*** | ***Chair’s Sabbatical***  |  |
|  | SB will take a 12-month career break starting the 1st August 2023 so will step down as chair. JR said we need to consider any changes as they need to be approved by the Board. It is important to find someone to step in particularly in the run up to the Forum. MS said he is happy to step in as chair but agreed a call should be put out for volunteers.  |  |
| ***5.*** | ***Vice-chair and succession planning*** |  |
|  | JR suggested a call be put out for a new vice-chair to replace Richard Morgan to general membership and to the Board.**Action: RT** | **2306-03** |
| ***6.***  | ***Recruitment Admissions Forum Planning*** |  |
|  | SF said there were only 14 responses to the survey. Most obvious thing to note is that different people want different things. Main responses were from those that have not attended Forum. Online was the most popular response but hybrid has a fair share of comments. London seemed to be the preferred venue. Depending on which way the committee decides to go, a physical event needs to be interactive with networking, an online event should be briefer and information sharing. JR suggested the Forum incorporates both. Begin with a webinar a month before the live event. SF liked the idea of broadcasting live then shutting off prior to the Q&A which would then involve group discussion. GH thought this sounded like a good plan. SF asked if we should be targeting ECS for the Forum. SB said there seemed to be a desire for more training type stuff for ECS. JR liked the idea of turning the Forum into a CPD event with lecturing first. Who do we get to do the CPD?GP said he wonders how many EPC member institutions class themselves as selecting universities. GP could speak on Engineering Admissions Assessment for selecting universities. SF said she has run two surveys that aren’t enrolment in the last couple of years. SF has names of 9 people that wanted to create case studies so maybe they could be involved. Fair admissions and levelling up. GH said people are concerned about TEF outcomes – what will the outcomes be and when. There is a correlation between TEF outcomes, B3 and recruitment/admissions processes. SF said show and tell would be useful, if GH stood up and explained how she understands they link up it would be a valuable insight for others. SB said we should stick to a similar week as last year. JR and SB agreed it should move back to London. JR said he will contact Stephanie Baxter at IET to see if we could use Savoy Place. **Action: JR**JR said he will contact John Blake to see if he is available to attend. **Action: JR**JR asked if the committee wanted a theme for the Forum. GH suggested ‘Finding your students: a goldilocks problem’. JR suggested ‘A good match’ or ‘Find your fit’. The committee discussed and decided that it should be renamed the Access & Admissions Forum followed by either:Goldilocks challengeFind your fit A good matchJR said there should be two events. A web broadcast with a small number of presenters then a live event with the same themes and presenters, where possible.  | **2306-04****2306-05** |
| ***7.*** | ***Enrolment survey planning*** |  |
|  | SF said we are constrained if we want to put enrolment survey results out at the Forum. SF cannot get it done until late November/early December but could follow up with a webinar/data dive. |  |
| ***8.*** | ***Other business*** |  |
|  | SF revisited the previous discussion on gender in surveys. JR suggested we use:(Identifies as) Male(Identifies as) Female(Identifies as) Neither/OtherSF suggested Non-binary/other  |  |
| ***9.*** | ***Date of next meeting*** |  |
|  |  When a response is received from IET a date for the next meeting will be set. **Action: RT** | **2306-06** |

**Action log**

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| **Reference** | **Agreed action** | **By** |
| **2306-01** | Draft watermark to be removed and final minutes to be loaded to website**.**  | **RT** |
| **2306-02** | RT to add a note to the top of the RA toolkit page on the website in green – ‘Produced in 2014 so some information is now out of date’.  | **RT** |
| **2306-03** | RT to put a call out to general membership and to the Board for a new vice-chair. | **RT** |
| **2306-04** | JR said he will contact Stephanie Baxter at IET to see if we could use Savoy Place for the Forum. | **JR** |
| **2306-05** | JR to contact John Blake to see if he is available to attend the Forum. | **JR** |
| **2304-06** | When a response if received from the IET a date for the next meeting will be set.  | **RT** |