



**Engineering Professors' Council  
Minutes of the meeting of the  
Recruitment and Admissions Committee (RAC)  
held on 18<sup>th</sup> June 2024 via Zoom**

***Present via Zoom***

Mike Bramhall (MB), Johnny Rich (JR), Martin Eason (ME), Geoff Parks (GP), Jan Kowal (JK), Paul Davies (PD) and Martin Fiddler (MF)

***With***

Rhian Todd (RT), Stella Fowler (SF) and Lisa Chilcott (LC)

***Apologies***

Georgina Harris (GH), Kay Bond (KB), Jennifer Thompson (JT) and Natalie Wint (NW)

		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 27<sup>th</sup> February 2024</i></b>	
	<p>The minutes of the previous meeting of the Recruitment and Admissions Committee held 27<sup>th</sup> February were <b>approved</b>.</p> <p>Draft watermark to be removed and final minutes to be loaded to website.</p> <p><b>Action:</b> RT</p>	<b>2406-01</b>
<b>3.</b>	<b><i>Matters arising (not covered elsewhere in the agenda)</i></b>	
	<p>JR and MB welcomed PD to the meeting. All committee members introduced themselves.</p> <p>All actions from the previous meeting were complete.</p>	
<b>4.</b>	<b><i>Forum Planning</i></b>	
	SF gave the newer committee members some background on previous Forums. SF said last year the Recruitment & Admissions Forum was renamed the Access & Admissions Forum as attendees want to discuss fair access and widening participation. Attendance at last year's Forum was low, partly due to train strikes	

	<p>and date changes. The Forum is usually tied to the launch of the enrolment survey. SF had surveyed members to make sure the significant work involved in organising the Forum is valuable to EPC members. SF said she only had around 18 replies to the survey. SF suggested changing the marketing strategy for this year in order to reach all those interested. SF also suggested decoupling the enrolments survey from the Forum. HESA deadlines change and are getting closer to Christmas which may be another reason for low attendance. Those surveyed agreed they could be decoupled which would give more flexibility on when the Forum takes place. SF said those people surveyed that have admissions as a significant part of their role value an in-person event. SF proposed holding an in-person event with live webinars slotted in for those attending online. SF told the committee about a research project she is working on for RAEEng regarding undergraduate admissions. SF has extracted a whole host of datasets from UCAS and will unpick what entrance requirements to engineering really are. SF hopes to submit finding to RAEEng at the end of October so suggested asking RAEEng to host a soft launch and the Forum alongside. ME offered to assist SF with the work. JR thanked SF for an excellent paper and suggested going straight to decoupling the enrolment survey from the Forum and set a date for the event in early November. The committee agreed to provisionally book Tuesday 5<sup>th</sup> November 2024.</p> <p>SF will approach RAEEng to see if they will be willing to host. <b>Action: SF</b></p> <p>A plan B could be to approach John Mitchell at UCL or MB could check with the team at TEDI – London.</p> <p>JR updated the committee on another project regarding the maths content of T Levels for studying engineering. The draft report is available on the website. JR said some of the findings may be relevant at the Forum.</p> <p>JR said it would be useful to map out what the Forum might look like. SF said options for headliners could be:</p> <p>A levels or not (is engineering for high-achievers only?) Physics and Maths</p> <p>SF also mentioned the debate around being ethical. JR suggested inviting Charlie Leyland from the OfS. JK said his experience at the Open University links with what ME said about his research. JK said it could be interesting to have something about how we teach maths. JR said there is a rich discussion to be had around minimum entry requirements to study engineering. JR suggested doing a workshop on scenario planning. SF to create a draft programme of sessions to review at the next meeting. <b>Action: SF</b></p> <p>SF said conclusion from the survey feedback was that we need to engage the Recruitment &amp; Admissions community as much as possible. The committee agreed that the community should be renamed the Access &amp; Admissions community. RT to update the website. <b>Action: RT</b></p> <p>JR said we need to encourage the community by providing some content. JR asked SF if she would add some questions to discussions on the website and tag them as A&amp;A community. RT can then promote this to the community and encourage them to log on to the website and comment. SF suggested finding a</p>	<p><b>2406-02</b></p> <p><b>2406-03</b></p> <p><b>2406-04</b></p>
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	community leader. JR asked committee members to volunteer. ME said he will provisionally agree to take on the role. It was agreed this would be discussed at the next meeting.	
<b>8.</b>	<b><i>Other business</i></b>	
	None.	
<b>9.</b>	<b><i>Date of next meeting</i></b>	
	RT to create a doodle poll for a meeting in 4-6 weeks' time. <b>Action:</b> RT	<b>2406-05</b>

#### Action log

Reference	Agreed action	By
<b>2406-01</b>	Draft watermark to be removed and final minutes to be loaded to website.	<b>RT</b>
<b>2406-02</b>	SF to approach RAEng to see if they are willing to host the Forum.	<b>SF</b>
<b>2406-03</b>	SF to create a draft programme of Forum sessions to review at the next meeting	<b>SF</b>
<b>2406-04</b>	RT to rename the Recruitment & Admissions community the Access & Admissions community.	<b>RT</b>
<b>2406-05</b>	RT to create a doodle poll for a meeting in 4-6 weeks time.	<b>RT</b>