



**Engineering Professors' Council
Minutes of the meeting of the
Recruitment and Admissions Committee (RAC)
held on 16th July 2024 via Zoom**

Present via Zoom

Mike Bramhall (MB), Johnny Rich (JR), Geoff Parks (GP), Peta Kirk (PK), Colin Turner (CT), Georgina Harris (GH), Hicham Adjali (HA), Kay Bond (KB) and Sophia Economides (SE)

With

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

Apologies

Martin Fiddler (MF), Jan Kowal (JK) and Jennifer Thompson (JT)

		Action ref
1.	<i>Apologies for absence</i>	
	Apologies were received and noted as above.	
2.	<i>Minutes of the meeting held on 18th June 2024</i>	
	<p>The minutes of the previous meeting of the Recruitment and Admissions Committee held 18th June were approved.</p> <p>Draft watermark to be removed and final minutes to be loaded to website.</p> <p>Action: RT</p>	2407-01
3.	<i>Matters arising (not covered elsewhere in the agenda)</i>	
	None.	
4.	<i>Forum Planning</i>	
	<p>SF spoke with Rhys at RAErg who is keen to support the Forum but he does not have a space available for the provisional date of the 5th November. Rhys has provisionally booked a room for 80 people but there are lots of options if attendees are limited to 36. The larger space is available on the 11th or 15th November. The majority of committee members agreed the 15th November should be confirmed. SF to contact Rhys to confirm the 15th November is the preferred date in larger room if possible. Action: SF</p>	2407-02

	JR asked if RAE would cover the cost of catering. SF to contact Rhys to confirm. Action: SF	2407-03
	If cost of catering is covered by RAE, JR suggested offering the Forum as a free event. GP noted that free events can lead to no shows. SF suggested non-members pay but members could attend for free with a warning that they may face a charge if they don't attend or cancel within 3 days of the event taking place. JR suggested adding this to the booking form as a notice, possibly to the questions so the booker will see it. JR said the non-member fee depends on the cost of the catering but £199 sounds reasonable. JR suggested SF check that Rhys is happy for EPC to charge non-members if it is a RAE event. Action: SF	2407-04
	JR said nearer the time we should remind delegates of the cancellation policy. Action: LC	2407-05
	SF shared her screen to show the draft programme. SF said the intention is the keynote in the middle of the day be held as a webinar but every other session will be in person. SF said feedback from membership was that the workshop elements are the most useful/valuable. SF said she had put the programme together independently so is happy for the scope to change. SF suggested Rhys give the welcome and keynote as RAE are hosting, possible on the demographics of those coming into engineering. The committee discussed the draft programme. SF said she the first two sessions are based on her research project for RAE. SF said she hoped RA committee members would volunteer to chair sessions/workshops. MB volunteers for 'The truth about entry requirements' session. GH volunteered, SF allocated GH to 'The truth about physics' session.	
	SF suggested a webinar before lunch, talking about the UCAS beta tool and said it might be important to talk about transparency of data in admissions, alternatively there could be a debate on tariffs for apprenticeships. JR said he thinks the UCAS tool is more useful to the audience. MB agreed.	
	SF said after lunch there are again two options and the workshop alternative could be scenario planning. GH suggested change in funding for foundation years. SF said data on foundation years is impossible to get so maybe get someone external. PK said she is a member of the foundation year network so could contact them for someone who has lobbied on this topic. PK said it's non-engineering that has been impacted, engineering at present is protected. GH said maybe this is more of a webinar event/online briefing when more is known. SF said she would like to talk with GH and PK outside of the meeting as she would like to work on foundation years from an EPC perspective. SF asked if 'Secrets of the UCAS course search' should be replaced with scenario planning. JR said he would be happy to run the scenario planning.	
	SF said 'What is the evidence of contextual offers in UG engineering' might just end up being a taster. Maybe a workshop on contextual admissions and a conversation regarding personal statements. SF said the alternative is 'OfS Equality of Opportunity Risk Register'. JR said he spoke with John Blake who could talk about Wave 1 and Wave 2 APPs. It is now getting to the stage where we might see some data on whether EORR and APPs match up. Could pursue this	

	<p>as how do we feel the first year of EORR has gone? What impact does it have? What risks might be covered? SF suggested John Blake talk about what EOR is followed by a workshop. JR said the programme looks quite packed so maybe just give each session a bit more time. Could ask John Blake to do something on subject focus and what EORR is adding? SF said it would be good to end with a 'so what' session. JR agreed and suggested dropping the 2.30 session and have John Blake as a keynote to finish. JR to invite John Blake. Action: JR</p> <p>JR said we would need up to 6 volunteers what will be paired up at the next meeting. SE, PK, GP and KB volunteer, CT and HA too if they can organise their diaries.</p> <p>PK said the programme doesn't include anything on overseas recruitment. JR asked if EPC could schedule a data dive on international students? SF said only if we can buy the HESA data. SF would need to free up time to analyse it. JR said he could ask David Willets to do a webinar followed by a panel. JR said Chris Skidmore and Jo Johnson could be included.</p>	2407-06
8.	<i>Other business</i>	
	None.	
9.	<i>Date of next meeting</i>	
	17 th September 2024 at midday.	

Action log

Reference	Agreed action	By
2407-01	Draft watermark to be removed and final minutes to be loaded to website.	RT
2407-02	SF to contact Rhys to confirm the 15 th November is the preferred date in larger room if possible.	SF
2407-03	SF to contact Rhys to ask if cost of catering will be included.	SF
2407-04	SF to ask Rhys if RAEEng are happy for us to charge non members.	SF
2407-05	LC to remind delegates before the event of the cancellation policy.	LC
2407-06	JR to invite John Blake to the Forum.	JR