



**Engineering Professors' Council  
Minutes of the meeting of the  
Recruitment and Admissions Committee (RAC)  
held on 17<sup>th</sup> September 2025 via Zoom**

***Present via Zoom***

Johnny Rich (JR), Laura Justham (LJ), Martin Fiddler (MF) and Jan Kowal (JK)

***With***

Rhian Todd (RT) and Crystal Nwagboso (CN)

***Apologies***

Holly Foss (HF), Mike Bramhall (MB), Hicham Adjali (HA) and Stella Fowler (SF)

		Action ref
<b>1.</b>	<b><i>Apologies for absence</i></b>	
	Noted as above.	
<b>2.</b>	<b><i>Minutes of the meeting held on 3<sup>rd</sup> September 2025</i></b>	
	<p>The minutes of the previous meeting of the Recruitment and Admissions Committee held 3<sup>rd</sup> September 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>2509-01</b>
<b>3.</b>	<b><i>Matters arising (not covered elsewhere in the agenda)</i></b>	
	None.	
<b>4.</b>	<b><i>Forum</i></b>	
	<p>JR advised that IMechE did not have a suitable room available to host the Forum. SB has kindly secured a room at LiHE (London Institute for Healthcare Engineering) for the 5<sup>th</sup> November. MF told the committee that the 5<sup>th</sup> November is National Engineering Day. The committee discussed and agreed to continue with the date as agreed.</p> <p>JR contacted Shitij Kapur (KCL) and is still waiting for a reply. JR said he will chase then wait until the end of next week for a reply. <b>Action:</b> JR</p> <p>Miriam Deakin is available as a back up.</p>	<b>2509-02</b>

	<p><i>Panel: Drawing a Line</i></p> <p>JR advised that Patricia Ashman from Coventry has agreed to join the panel. JR said he would forward the email from Patricia Ashman to CN and asked CN to reply to confirm. <b>Action: CN</b></p> <p>JR has approached the Chair of the Migration Advisory Committee, Brian Bell, with an invitation. JR to follow up. <b>Action: JR</b></p> <p>JR said Brian could also be invited to be the keynote speaker.</p> <p>JR asked CN to identify admissions staff at Hertfordshire, Liverpool and Newcastle to further identify a speaker from an institution that have gone from having a local proposition to having a large number of international students.</p> <p><b>Action: CN</b></p>	<b>2509-03</b>
	<p><i>Scenario Planning</i></p> <p>As ME was not in attendance, JR asked CN to contact ME to ask if he had drafted six scenarios as requested at the previous meeting. LJ asked CN to contact her if she did not receive a reply. <b>Action: CN</b></p> <p>JR to take the lead on the scenario planning session or identify someone else.</p> <p><b>Action: JR</b></p>	<b>2509-04</b>
	<p><i>Scenario Planning</i></p> <p>As ME was not in attendance, JR asked CN to contact ME to ask if he had drafted six scenarios as requested at the previous meeting. LJ asked CN to contact her if she did not receive a reply. <b>Action: CN</b></p> <p>JR to take the lead on the scenario planning session or identify someone else.</p> <p><b>Action: JR</b></p>	<b>2509-05</b>
	<p><i>Workshop: Engineering Opportunity from the LLE</i></p> <p>MF confirmed that the Pro Vice Chancellor for curriculum and academic affairs at Staffordshire University is not available. JR said he would contact Annabel Kiernan. <b>Action: JR</b></p> <p>JR said we need to know what the plan is for the workshop after the speakers. He thinks MB and ME will manage it but it should be discussed at the next meeting.</p>	<b>2509-06</b>
	<p><i>Workshop: Engineering Opportunity from the LLE</i></p> <p>MF confirmed that the Pro Vice Chancellor for curriculum and academic affairs at Staffordshire University is not available. JR said he would contact Annabel Kiernan. <b>Action: JR</b></p> <p>JR said we need to know what the plan is for the workshop after the speakers. He thinks MB and ME will manage it but it should be discussed at the next meeting.</p>	<b>2509-07</b>
	<p><i>Non-traditional admissions: time for a radical rethink?</i></p> <p>JK said he had written to Alan Goodyear but had not yet received a response but said he could stand in if necessary.</p> <p>SE was not in attendance, but JR said hopefully she will be able to find someone at SEFI to speak on admissions in other countries and report back at the next meeting. <b>Action: SE</b></p> <p>JR said he would approach Steve Bullock who has been doing a lot of work on foundation years at Bristol. JR said an alternative would be someone from UCAS to talk about what clearing now is. LJ agreed a UCAS representative would be good. <b>Action: JR</b></p> <p>JR said if we identify 5 speakers then we can make the session a panel only.</p>	<b>2509-08</b>
	<p>JR asked RT contact LIHE and get an image to add to the event page and also to enquire on catering costs. <b>Action: RT</b></p>	<b>2509-09</b>
	<p>JR asked CN to populate the event page. <b>Action: CN</b></p>	<b>2509-10</b>
	<p>CN agreed to create a promotion plan to share with SF prior to the next meeting.</p> <p><b>Action: CN</b></p>	<b>2509-11</b>
	<p><b>5. Other business</b></p> <p>LJ asked RT to add the enrolment survey as an agenda item for the next meeting.</p> <p><b>Action: RT</b></p>	<b>2509-12</b>
	<p>LJ asked RT to add the enrolment survey as an agenda item for the next meeting.</p> <p><b>Action: RT</b></p>	<b>2509-13</b>
	<p>LJ asked RT to add the enrolment survey as an agenda item for the next meeting.</p> <p><b>Action: RT</b></p>	<b>2509-14</b>

<b>6. Date of next meeting</b>		
	RT to create a doodle poll for around w/c 6 <sup>th</sup> October. <b>Action:</b> RT	<b>2509-15</b>

#### Action log

<b>2509-01</b>	Draft watermark to be removed and final minutes to be loaded to website.	<b>RT</b>
<b>2509-02</b>	JR to chase Shitij Kapur (KCL) to be the keynote speaker with Miriam Deakin (Universities UK) as a back up.	<b>JR</b>
<b>2509-03</b>	JR to forward email from Patricia Ashman to CN. CN to confirm with Patricia.	<b>JR/CN</b>
<b>2509-04</b>	JR to chase chair of Migration Advisory Committee (Brian Bell) for the Panel: Drawing a Line or as Keynote.	<b>JR</b>
<b>2509-05</b>	CN to identify admissions staff at Hertfordshire, Liverpool and Newcastle to further identify a speaker from an institution that have gone from having a local proposition to having a large number of international students for the Drawing the Line Panel.	<b>CN</b>
<b>2509-06</b>	CN to contact ME to see if he has created six scenarios for the non-traditional admissions session.	<b>CN</b>
<b>2509-07</b>	JR to take the lead on the scenario planning session or identify someone else.	<b>JR</b>
<b>2509-08</b>	JR to invite Annabel Kiernan to speak at the LLE session.	<b>JR</b>
<b>2509-09</b>	SE unable to find someone at SEFI to speak on admissions in other countries but will try at the SEFI Conference.	<b>SE</b>
<b>2509-10</b>	JR to approach Steve Bullock re: foundation years and UCAS re: how admissions is changing for the non-traditional admissions session.	<b>JR</b>
<b>2509-11</b>	RT to contact staff at LiHE and ask for a photo for the event page. Also get more information on catering costs.	<b>RT</b>
<b>2509-12</b>	CN to provide JR with text for the event page.	<b>CN</b>
<b>2509-13</b>	CN to draft a promotional plan and share with SF ahead of the next meeting.	<b>CN</b>

<b>2509-14</b>	RT to add Enrolment Survey as an agenda item for the next meeting.	<b>RT</b>
<b>2509-15</b>	RT to create a doodle poll for a meeting w/c 6 <sup>th</sup> October.	<b>RT</b>