

Recruitment Committee28th October 2013, 1:00 pmRoom 4.03 Appleton Tower

Present: Henry Thompson **HT** (*Convenor, Recruitment Officer*)
Michael Rovatsos **MR** (*Director of Teaching*)
Barbara Webb **BW** (*Director of Graduate School*)
Stuart Anderson **SA**
Neil McGillivray **NM** (*Deputy School Administrator*)
Kate Weston **KW** (*Student Services Manager*)
Teresa Ironside **TI** (*Graduate School Manager*)
Effie McDonald **EM** (*Publicity Officer*)
Joanna McGregor **JM** (*Secretary*)

0. Updating new Convenor:

A number of problems were raised, including: not having enough UK post graduate students, PGT application numbers are down, recruiting for the unknown in terms of CDTs, not enough clarity from the Curriculum for Excellence, no strategy for web presence, outreach, and lack of Academic engagement. Successes included: being able to be more selective and no longer accepting 2.1s, Post-Application Visit Days (PAVD) and open days, conversion rates, encouraging some Academics to become more involved in recruitment, and despite rising fees our numbers have not been too affected.

1. Convenor's Business:

1.1 Sutton Trust Summer School: College recently hosted a meeting to discuss expanding this, aiming it at students at the end of 5th year. They aim to recruit between 100 – 120 students. **HT** has offered to volunteer at the events, made up of lectures and projects, to be held in the first week of July.

HT will contact the school to encourage people to volunteer. It was accepted that the summer school is seen as very positive, however **MR** raised one concern that historically there have been too many activities for the time allotted, however this year this should not be the case.

1.2 China 2+2: **HT** noted that there has been top-down encouragement to get this up and running, and that we are hosting a visit from Peking next week. **HT** will follow up with **SA**, but **NM** advised that there are resource and academic implications to bear in mind. **SA** noted that the current experience of China 2+2 is positive, although there is no strategy in place – **HT** is willing to go to China to 'do the rounds'.

2. Minutes of the previous meeting held on 20th May 2013 were accepted as a true representation of the meeting.

3. Review of intake figures – UG, PGT, PGR:

NM gave the following figures for intake – 132 PGT, 168 UG (inc. VUGs), 255 in 1st year courses, 53 PGR with 7 still to arrive. It is understood that College level would prefer more growth, but these numbers are accepted as 'OK'. Higher numbers of UK applicants, specifically Scottish ones would be an improvement, as currently less than 30% are Scottish. **MR** noted that we do not communicate with other Schools and College and University level do not discuss the issue - there is no initiative in place for growth.

[At this point it was agreed to skip to agenda item 7 as **SA** needs to attend another function]

7. Prewired:

SA introduced Prewired, and attention was drawn to Appendix 1. It was noted that the majority of winners of the Young Rewired State have all been members of a 'coding club' prior to winning. **SA** is therefore interested in setting up Prewired, a fortnightly coding club, as a rolling engagement. With a long-term view of expanding Prewired to other Scottish Universities, we would lead the way with materials and experience. Ideally a PhD student could be recruited to coordinate such an organisation, with help from volunteers.

NM queried budgetary and resource restraints, and **MR** queried how this would be organised – a number of small gatherings, or fewer larger ones – **SA** suggested a mixture of the two.

[Prewired will be added to the agenda at the next Recruitment Committee Meeting for further discussion]

[Agenda item 4, MSc Failures compared to candidate application, has been put on hold until the next Recruitment Committee Meeting]

5. PAVD planning:

EM introduced PAVD to **HT** and advised that the dates have been confirmed as 14th March, 26th March and 11th April. Feedback from previous meetings has been generally positive, with emphasis on the one-to-one meetings with Academics, and accommodation tours (however it was noted that these should include a chance to see a bedroom). **HT** suggested it could be possible to mention the Science Festival with promotional emails, if appropriate.

6. PG Open Day:

EM has completed the schedule for the open day, however queried having a representative for the DTC as in previous years. As the CDT announcement will be embargoed until after the open day, **BW** suggested that we can allude towards potential CDTs, but not provide specific details. **BW** and **EM** will keep potential Heads of upcoming CDTs in the loop so they will be able to attend one-to-one meetings as required.

BW suggested that she will contact UK based Academics to let them know about the open day, and **EM** will keep **HT** up to date with projected numbers.

[Item 7 as covered above]

8. UG and PG Prospectus review:

EM confirmed that the 2015 UG entry into the University-wide prospectus is complete. We are asked for feedback three times a year, most recently in September. Feedback has generally been good, however the website needs revision. **EM** has begun the revision, and will pass it to **HT** to forward to the appropriate parties. **EM** confirmed that she will keep **HT** up to date with any further deadlines. The Informatics UG prospectus requires an update; **EM** will go over this with **HT**.

EM confirmed that the postgraduate prospectus for 2014 has been finished, however no copies have been sent to Informatics, so 60 have been ordered in time for the open day.

9. Agenda items and approximate date of next meeting:

9.1 MOOC Report – **BW** confirmed that this is complete. If another MOOC is relevant she will bring it to the Committee's attention

9.2 Institute Websites – web presence will be added to the agenda for the next meeting.

9.3 Schools outreach – This and ‘UK outreach’ will be added to the agenda for the next meeting.

9.4 KIS – is ongoing, **KW** advised that it needs to be rubber-stamped at the upcoming Board of Studies meeting, but once it goes live **KW** will contact **HT**.

9.5 Athena Swan – **HT** noted that now we are Athena Swan Silver accredited, we should take advantage of this. **BW** will check the action plan, **EM** and **JM** will enquire at the upcoming Equality and Diversity Committee meeting and this can now be removed from the agenda.

9.6 Ambassadors – This ran 2 years ago, but has tailed off since. Ambassadors for UK based students would be appealing.

10. A.O.B.

BW suggested that a unified policy be made to deal with visitors ‘dropping in’ to the Forum. **NM** will bring a copy of the old policy to the next meeting for discussion.