Present: Ajitha Rajan (Committee Convenor, Postgraduate Admissions Officer)
Don Sannella (Director of Internationalisation) [DS]
Lindsey Fox (Graduate School Manager)
Nigel Topham (Head of Graduate School)
Neil Heatley (Head of Informatics Student Services)
Sarah Taylor (Communications and Recruitment Officer)
Stuart Anderson (Director of Teaching)
Maria Wolters (Coordinator of Design Informatics) [MWo]
April Cunliffe (Informatics Graduate School Recruitment Administrator)

Apologies/Absentees:
Gillian Bell (Teaching Organisation Manager)
Heng Guo (Undergraduate Admissions Officer)
Kasia Kokowska (Communications and Outreach Manager)
Paul Patras (Outreach Coordinator)

Approval of Previous Minutes (24 October 2018)
Minutes had previously been circulated with committee. Review of matters arising from minutes was conducted.

[AP = Action Point]   [MWr = Martin Wright, Director of Professional Services]

AP	Details	Outcome
1	KK to schedule photoshoot in Informatics Forum with emphasis on diversity	No action – Communications want photos for next year's materials, so are considering a photographer for that.
2	AR to add MWo to list of members.	Completed.
3	AC to add MWo to members list on website.	Completed.
4	NH to invite UG students to join next committee meeting.	Students volunteered, but were not in attendance due to miscommunication. **AP1: NH and AC to contact student representatives in advance of next meeting.**
5	AM to ask Patrick Hudson and Alex Lascarides to invite SSLC attendees to next committee meeting.	AM and Patrick Hudson completed this task, but no student wanted to attend.
6	MWr to update draft remit with decisions put forward by	Ongoing.

	Recruitment Committee as detailed in Item 2(b) of February 2018 minutes.	**AP2: AR to ask MWr to update draft remit with decisions put forward by Recruitment Committee as detailed in Item 2(b) of February 2018 minutes.**
7	MWr to report to Recruitment Committee via an attendee, if he is unable to attend in future.	Ongoing **AP3: AR to ask MWr to report to Recruitment Committee via an attendee, if he is unable to attend in future.**
8	NH to ask MWr to be Recruitment Committee representative at Strategy Committee.	Completed. It was agreed that Strategy Committee decisions should be reported earlier to Recruitment Committee.

At this point, the Committee paused review of APs to discuss Taught admissions figures. NH reported the following approximate figures:

Undergraduate admissions target: 250
Postgraduate admissions target: 300

These figures are then subdivided by programme. There is a continuing desire for Design Informatics to increase intake.

It was agreed that these targets should be made formally available to Recruitment Committee. MWo noted that it would be useful to know target numbers so that Design Informatics can work with that in their recruitment, and so that tutors and others can prepare for potential numbers. AR plans to find these figures and report them to Recruitment Committee in the coming weeks.

AP4: AR to obtain admissions figures and report them to Recruitment Committee in the coming weeks.

9	NH to ask MWr if DS could be member of Strategy Committee.	MWr agreed. **AP 5: DS to ask Jane Hillston to be added to Strategy Committee.**
10	AR to ask College for full information on Decliner's Survey to be sent through for review.	Ongoing – AR to follow up. **AP 6: AR to ask College for full information on Decliner's Survey to be sent through for review.**
11	AR to request updates on outreach activities and credit-bearing teaching courses from Alan Bundy.	Completed. It was reported that Jane Hillston, Helen Pain, Alan Bundy and Paul Patras had discussed a scheme to recruit students to be teachers at Scottish schools. The School plans to run an UG3/4 course to introduce

		students to teaching, then students will be interned to local schools. It will be a 20 credit course. It also meets a lot of learning outcome targets. The School of Mathematics used to do similar scheme. This currently runs at some other universities. SA noted that Julie Robertson has a course proposal which will be presented to the Board of Studies.
12	MWr to clarify role of Internationalisation officer.	Completed.
13	AR to make further enquiries about Item 2 of DS's note [Appendix 2]	Ongoing. **AP 7: AR will ask College for historic applications figures and admissions plans for the future.** DS noted that he finds this useful for analysing trends, but notes it is more useful for schools that are struggling for numbers – Informatics largely does not need to attract more applicants. SA noted that it may not be so useful, as Informatics changes strategies each year to manage numbers, thereby hugely affecting admissions statistics. Strategies which have had large impacts include deposits, changes in deadlines, and so on. This means that figures might not be very comparable. MWo felt that it would be useful in tracking diversity and growth.
14	KK to follow up with Neil Bradley to enquire where to send applicants who have questions about Brexit.	Completed. 2019/20 entrants should not be affected, but there is uncertainty for future entrants. There is no contact to whom University staff can divert Brexit enquiries.
15	SA to present to the Board the plan that more general Master's programmes are going to become more specialised to control numbers and reduce course choice, before the deposit deadline, so that all applicants are aware for next year.	Completed.
16	MWo to email ST about Virtual Open Days for Design Informatics.	Completed and VOD arranged.

17	ST to email HG about entry requirements for UG 2019/20.	Completed. AC noted that HG reported there is no change to entry requirement for 2019/20.
18	HG to check with Shay Cohen about entry requirements for UG 2019/20.	Completed – see above.

Agenda Items

1. Marketing and Advertising:
a)   UG: School prospectus, informatics entry into University 2019 prospectus
ST will look at only providing leaflets or A5 cards with brief information directing applicants to the website, not a full Informatics prospectus.
ST requested a Recruitment Committee meeting to be held in April/May to decide this.

AP 8: AR to call Recruitment Committee meeting in April if possible.

b)   PG Prospectus 2019
ST will be contacted in summer about this.

c)   Other communication and marketing
None to discuss.

2. 2019/20 Intake - see TC reports
a)   UG Data and Projections
NH reported the following:

Applications are up by 18% on this time last year, last year's figures were up by 22% on the previous year. Within these figures, there was lots of variability. Interest in AI has led to a significant 40% spike in AI applications. Total 2512 apps for Computer Science degrees – this excludes any joint with Engineering, Maths or Physics. G400 applications were 980 for 2018, 1251 this year.

There is concern that international students will be negatively affected by new admissions policies. SA reported that the target for International UG is around 100.

b)   VUG Projections – verbal report from NH

Informatics is trying to control the number of Visiting Undergraduate Students (VUGs). This is partly achieved by limiting the number of PT supervision slots to a maximum of 50 VUGs. Limits are also achieved by ensuring that those who are not on Informatics-led degrees can't access courses in Semester 1 which have exams in May, and limiting the choice of credit-bearing courses. Study Abroad are speaking to Edinburgh Global to make visiting students aware of this.

This should limit the number of VUGs who arrive without staff to support them. If there is an increase in exchange numbers coming, Informatics will have to provide further support.

SA noted that a high proportion of attendees is from good American universities. It may be necessary to diversify within the USA. The University of Edinburgh currently offers 10% discount on fees for VUGs to come back for a Master's degree. DS agrees that we should be looking more at US for student numbers after Brexit.

DS suggests he goes on trip to US to establish exchange programme to encourage University of Edinburgh students to go abroad. If Informatics have enough exchange students going out, it could be possible to ease restrictions on the numbers coming in.

SA will make sure all this information will be communicated to Master's programme leaders.

AP 9: SA to communicate information from item 2b to Master's programme leaders.

c) PGT Data and Projections

NH noted that there is a quota for admissions, as mentioned above. There are currently 107 Conditional Firmly Accepted offers. The School still has offers for deferred entry students from last year. The upper limit on students this year is 300.
There were 3517 applications by 1 Feb – 157% up on previous year. Last year 88.5% were international students. This year 82.7% are international students. Most of those who are unsuccessful are international students. AR noted that an attempt to disseminate information urging early application has been largely successful. It was noted that the numbers above don't include EPCC.

d) PGR Data and Projections
NT reported that numbers have been somewhat low. NT noted that Brexit has had a significant effect on numbers. The uncertainty of whether CDT programmes will go ahead has also had an effect. Informatics is still awaiting a decision, although it has had a lot of interest from potential applicants. Applications in November were 50% lower than the same point last year. Applications in December were 45% lower than the same point last year. Applications in January were only 20% lower than last year.

Some studentships were allocated at the Selectors' meeting last week, and there are more meetings to follow. Hopefully numbers will improve if CDT programmes are able to go ahead. Some CDT information was recently released: Pervasive Parallelism and Cyber Security programmes were rejected, but all AI-related decisions have still not been released.

The gender balance of applications this year is slightly better than last year; trends in this area are overall positive.

3. UG Activities:
a) Post application visit days (PAVDs) plans for forthcoming events
ST noted that PAVDs are now called Offer Holder Days
They will take place on 27 March 2019 and 3 April 2019.

They will feature an alumnus who graduated last year, and will include a sample lecture delivered by Volker Seeker. They are scheduled for the same date as CAS open days, so ought to be well attended.

    b) Open Day: reports and planning for 2019/20 events

Dates are now set – they will now take place on Saturday 21 September and Monday 5 October.

    c) Conversion activities: report and plans - Decliner's Survey - brief summary

As mentioned above, AR will revisit this and report on it at the next meeting.

4. PG Activities:
    a) PG scholarships: allocation of funding

In terms of PGT scholarships, NH stated that Informatics currently offers 10 scholarships for international students of £2000 each, and 10 scholarships for UK/EU students of £1000 each.

MWo and AR noted that communication delays with college can mean that scholarship decisions are very late and do not incentivise offer conversion rates –decisions should be made earlier as part of admissions process, to encourage applicants to accept.

MWo noted that especially for international students, the decisions are too late compared to international universities. MWo felt that the quality of the cohort could improve if the School could make decisions earlier.

NH wondered if more meaningful allocation of funding could be possible, as the amounts presently offered are comparatively small. NT commented that the value of minor scholarships have a minor impact, and NH agreed. They do not seem to affect recruitment and the School does not need help with this. NH noted that fewer but larger scholarships could have more of an effect.

NT noted that the Graduate School would be able to effectively use the funding - £30000 per year would make a significant impact in funding PhD studentships. As there is no need to increase the number of PGT students, perhaps this fund could be reallocated. The PGR budget is lower this year and so the Informatics Graduate School are struggling.

NH noted that NT could approach MWr or Strategy Committee to reallocate these funds, and then this decision would be passed to College. The Women in Informatics and other scholarships would continue, so only the PGT scholarships could be used to help support PGR – NH noted that it would be the right amount to address an insufficient IGS budget.

AP 10: NH and NT to approach MWr about budget, to see if the PGT scholarship budget could go to supporting Research degreed instead.

    b) PG Open Days: report and plans

ST attended PG Open Days debrief. The events may be held on a different day next year, as Aberdeen and Glasgow have considered changing their dates. The Reception in particular was a success – there was a school to each table, giving applicants the opportunity to freely ask questions. Next year's Open Day may include a sample lecture for PGT applicants, and perhaps an Alumni desk.

c) Virtual Open Days: report and plans

ST and MWo have a March Design Informatics date set, and will advertise this soon.

d) Conversion activities: report and plans

NH stated that after PGT offer recipients pay their deposit at the end of March, Informatics will contact them to continue engagement and will then have a projection for the number of students which can be expected to arrive.

5. Other:
a) Any other business

ST mentioned that PG open day online sessions would be useful in December, especially

for PGR applicants.

6. Date for next meeting likely to be in April 2019 - to be determined by email.

AP Summary Table:

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3	AR to ask MWr to report to Recruitment Committee via an attendee, if he is unable to attend in future.
4	AR to obtain admissions figures and report them to Recruitment Committee in the coming weeks.
5	DS to ask Jane Hillston to be added to Strategy Committee.
6	AR to ask College for full information on Decliner's Survey to be sent through for review.
7	AR will ask College for historic applications figures and admissions plans for the future.
8	AR to call Recruitment Committee meeting in April if possible.
9	SA to communicate information from item 2b to Master's programme leaders.
10	NH and NT to approach MWr about budget, to see if the PGT scholarship budget could go to supporting Research degreed instead.