

Recruitment Committee

November 2012, 15:00 pm

Room 4.14 Appleton Tower

Present: Stuart Anderson (*Convenor, Recruitment Officer*)
Effie Dickson (*Publicity Officer*)
Neil McGillivray (*Deputy School Administrator*)
Ian Stark (*Director of Teaching*)
Barbara Webb (*Director of Graduate School*)
Joanna McGregor (*Secretary*)

Apologies: Gillian Bell (*Student Services Manager*)

1. Minutes of the previous meeting held on 31st August 2012 were accepted as a true representation of the meeting.

2. Matters arising from minutes of the previous meeting (31st August 2012)

2.1 Entry Requirements Update. There is no update on 1st and 2nd year requirements, but there have not been any offers made yet, and no offers will be made until the first 3 weeks of February. SA to speak with and advise Murray, UG Admissions Officer. **(Action SA)**

2.2 Distance Education Update. SA has met with Austin Tate, and Dave and Michael. Austin is arranging the Teaching Committee next week. The University do not have targets; however Austin has voiced some long term plans in this respect. SA agreed to talk to Austin about the recruitment potential of the upcoming MOOK* in terms of wide scale experience and graduate opportunities. **(Action SA &BW)**

2.3 Institute Websites. BW confirmed that she and NM have spoken to School Research Committee regarding the Institute webpages. Head of Institutes need to be contacted about contact, and the website needs to be checked for old and out of date. **(Action ED)**

2.4 Presentation to Schools. SA will circulate presentation for schools imminently and discussion is carried forward to the next Recruitment Committee Meeting. **(Action SA)**

2.5 Recruitment Budget. It was noted that the website is very vague and states '£1000'. It was confirmed that £40,000 will be available for scholarships; 10 x £1,000 to Home/EU students and 15 x £2,000 scholarships to Overseas students. Current practise will be continued and the matter is now with DoT. ED to update recruitment website to reflect changes. **(Action ED)**

2.6 Generic Email Address for Supervisors of Applicants. JM has had little traffic from the generic email address on the RT system; BW will remind Academic staff of the email address. JM will report at next Committee Meeting. **(Action BW/JM).**

2.7 KIS update. NM advised on behalf of GW that this is extending to include PGT, and there is an on-going debate about existing KIS materials for UG. The statistics have been published, however it is proving difficult to compare to other Schools and Institutes. It was agreed that in relation to this, the NSS should be discussed at the next Recruitment Committee Meeting. The feedback score has improved, but is still not as strong as it could be. There are a number of factors influencing this such as entrance bands. **(Action GW)**.

2.8 UG Recruitment UG Predicted Intake. ED has not yet spoken to GB about specific schemes to improve conversion; however this is a general action ED is looking to achieve. It was noted that historically, the Ambassador Scheme worked well, and should be implemented again.

NM and SA to look into predicted grade stats. **(Action NM/SA)**.

2.9 PGT Recruitment MSc Success Rate. It was established by Ian Murray that College Office has been using incorrect guidelines which contradicted the prospectus. There is an interest in making the guidelines more concise however there have been difficulties. There is no data concerning failed MSc Students. GB to continue to try to arrange to meet Ishbull* **(Action NM/GB)**.

2.10 PGR Recruitment BW confirmed that it would be useful to have a PowerPoint display to send round. **(Action ED)**

2.11 Informatics awareness activity in local schools

RoboGirls – ED confirmed that UG student Amy Morrison has been out visiting schools, and will advise ED of future visits and use equipment held by ED so we can show support to the Scheme. ED will arrange to meet with SA and Amy **(Action SA and ED)**

2.12 Computing at School (CAS) Carry action forward: SA, BW and ED to look at CAS remit and extract points of interest. **(Action SA and ED)**.

2.13 Recruitment planning for 2013/14 intake (PG and UG). GB to confirm recruitment planning and timetable for open days. **(Action GB)**.

3. UG and PGT Recruitment

3.1 Paper A - Four target markets have been outlined:

Scottish UG could have improved conversion rates.

UK UG rates need to improve further, recovery is still to happen. Application behaviour is up 2% from last year, the UCAS tool allows comparison with top schools. It does not link to BOXI, however updates weekly and gives a 3 year window for applications overview.

International UG applications are lower than ideal – would prefer they were 20% of cohort.

International PGT is problematic as the numbers are high, but still within the correct range.

SA is interested in the spectrum of nationalities and the male/female mix of applicants and would like to see the statistics. **(Action SA/NM)**

3.2 College have communicated Informatics' expected intake approx. 180, some modelling suggests approx. 200, however the numbers may alter again in January. Negotiations are on-going with Lorna Halliday regarding the entry requirements for so many students. There is concern that dropping the entrance requirements to AABB means that applicants will not have the correct skills and may feel underprepared. It was agreed that applicants would need to have an A in Maths, however there is potential to organise a summer course to assist those who may struggle. A modelling system would help solve the hypotheticals. **(Action SA)**

3.3 This is going well and SA is willing to take control and consider more establishments and build this up over the next 4-5 years. These institutions need to be strong and the English has to be of a high enough standard. GB and SA will arrange a meeting with Colin in EEO*, as this is being done with Engineering who have approx. 50 2+2 students. **(Action SA/GB)**

3.4 Using Ambassadors is a good conversion mechanism, it is currently only used for overseas students, however SA has advised that it could be beneficial for UK students also. SA advocated introducing Ambassadors Plus, which involves mini PAVDs where students are allocated an ITO staff member and a student to provide a 1 to 1 tour. SA suggested that GB might like to combine this with Info Pals. **(Action GB)**

SA will drop the 'date an Informatician' scheme, however the Rewired State will be pushed forward by Colin Adams, especially towards Scottish students. **(Action SA)**

4. UG Prospectus

Currently there is one booklet for the University as a whole, and another book for Informatics – both need to be updated. ED will send round the booklet and request input from the School, SA will look at the current text, and a photographer will need to be arranged. **(Action ED/SA)**

5. O.A.B.

5.1 Scottish funding Council – Recently earmarked 250 Masters funding places for Innovation Centres. SA expects our Innovation Centre to be ready in January, once negotiations are complete. A PGT programme such as a MSC in Medical Informatics / Digital Health was discussed, along with a potential to recruit good people. If these positions are funded, they may help level up the imbalance between international and UK students.