

Business Committee of the Senior Tutors' Committee

**MINUTES of a meeting held at 10:00 am on Wednesday 6 October 2021
in the Parker Room, Corpus Christi College**

Present: Marina Frasca-Spada (CC; Chair), Judith Bunbury (ED), Stuart Martin (M), Robert Henderson (EM), Mike Sewell (SE), Richard Partington (JN), Paul Chirico (F), Sam Lucy (N), with Alice Benton (University), Diane Brooker (OIS) and Matthew Russell (OIS).

Apologies: None

There were no declared conflicts of interest.

STBC.21.1 Minutes

The minutes of the meeting held on 30 June 2021 were approved as a true record.

STBC.21.2 Secretariat Portfolios

The Committee received for information a note of the current Secretariat Portfolios:

Paper 1 Secretariat Portfolios

Notwithstanding the interest that the specific officers had in this item, the Committee noted that the note included reference to three Associate Secretaries. At present, the current duties of the Associate Secretary (Admissions) fell to Stuart Martin (M) and the current duties of the Associate Secretary (Finance and Welfare) fell to Judith Bunbury (ED), with all remaining duties the responsibility of Marina Frasca-Spada, save that postgraduate education matters were also assigned to Judith Bunbury (ED).

The Committee agreed to circulate an updated document to Senior Tutors, and for formal receipt at the next Senior Tutors' Committee.

[*Post-meeting note:* The Chair of the meeting had not been present for this item. She has since noted that Paper 1 had in fact been a proposal for the redistribution of duties to a greater number of Associate Secretaries, and that a more appropriate note should have been circulated. The Business Committee will therefore return to this item at its next meeting.]

STBC.21.3 Matters arising not elsewhere on the agenda

There were none.

PRINCIPAL BUSINESS

STBC.21.4 Chair of the Senior Tutors' Committee

The Committee noted that Marina Frasca-Spada (CC) had been appointed formally as the Vice-Chancellor's Deputy as Chair of the Senior Tutors' Committee from 1 October 2021 until such time that the Senior Tutors' Committee reformed its constitution into Terms of Reference (see minute STBC.21.7 below). Marina Frasca-Spada would therefore be designated as both Chair and Secretary of the Senior Tutors' Committee (for the purposes of references to both posts in University Regulations and elsewhere).

The Committee noted that, as a consequence, the Vice-Chancellor and/or Deputy Vice-Chancellor would be present at meetings, and would still provide reports and updates from the University as named items on the agenda.

STBC.21.5 Strategic Review of Mental Health Provision (SRMHP): draft final report

a) Draft final report

The Committee received a near-final copy of the report from the external consultants (SUMS) and their recommendations for the future management of mental health provision. It noted that this would be supplemented by an action plan in due course, and that the report and summary slides had been considered by Heads of House at a Colleges' Committee Café on 25 September 2021:

Paper 2 SRMHP: Summary Slides

[The full report is available from the OIS intranet.]

The Committee was reminded that the SRMH Group had consulted recently with Senior Tutors via a series of workshops, including consideration and discussion of the proposed governance reform for student mental health and wellbeing, as outlined in the report. This matter was also considered at the Standing Committee on Student Finance and Welfare at its meeting on 11 October 2021.

b) Consideration of the report at intercollegiate committees and interim governance arrangements

The Committee was invited to note the proposed timetable of points of discussion and consultation for the Michaelmas Term 2021 provided by the SRMH Group, and especially the point at which a proposed action plan was likely to emerge:

Paper 3 Student mental health and wellbeing collegiate University governance arrangements 2021-22

It noted that the Senior Tutors' Committee would therefore discuss the proposals at both meetings this Term. It was reported that the consultation plans had been discussed at the Colleges' Standing Committee on 5 October 2021, where it was recommended that Senior Tutors take the lead in communicating to the SRMH Group on individual College positions on the proposals. **It agreed that Senior Tutors should therefore be advised to begin awareness-raising and internal consultations within their own Colleges at their discretion.**

It recommended that the timetable (as outlined in Paper 3) be complemented by:

- i) A "Friday at 9" meeting, to be organised by the Office of Intercollegiate Services, for either the 5 or 12 November, to allow the SRMH Group to outline its action plan concurrently to Heads of House, Bursars and Senior Tutors.
- ii) A presentation of the plans to the College Nurses Association, on the understanding that comments and concerns should be fed from individual College Nurses to their Senior Tutor for internal discussions.
- iii) A presentation of the plans to in-College counsellors along similar lines: **Robert Henderson agreed to broker discussions between the SRMH Group and Tim Ellis to facilitate this.**

In addition, the Committee noted the proposed interim governance arrangements for 2021-22, to be put in place as the recommendations of the SRMH Group were discussed more thoroughly. It noted particularly the proposed membership in Appendix 1 of Paper 3, and **agreed to recommend the proposal to the Senior Tutors' Committee at its meeting on 29 October 2021.** In doing so, it noted that further views might be expressed by the Standing Committee on Student Finance and Welfare, and was reminded that not all of the current duties and functions of that Standing Committee could be assumed to be able to be subsumed into any new interim or long-term governance arrangements. It further noted the possibility that the interim arrangements being proposed may extend beyond the proposed one year of operation.

STBC.21.6 Undergraduate admissions: Strategic Review of Admissions and Outreach and the Admissions Assessment Audit

The Committee noted that the final report of the Strategic Review of Admissions and Outreach and the report from the Admissions Assessment Audit Group had been received by the Colleges' Standing Committee at the end of Easter Term 2021, and received for information minutes of the discussions of both reports:

Paper 4	CSC minute: Strategic Review of Admissions and Outreach
Paper 5	CSC minute: Admissions Assessment Audit

It noted that both reports were now available and **agreed that they should be circulated to all Senior Tutors, along with the minutes noted above, to provide time for careful reflection before any discussion at the Senior Tutors' Committee on 29 October 2021.**

In its discussion on the Admissions Assessment Audit:

- a) the Committee noted that the report and the recommendations of the Colleges' Standing Committee had been received by the Admissions Forum, which would be proposing a number of courses of action to the Senior Tutors' Committee on 29 October 2021. **The Committee agreed to invite Emily Tomlinson (primary author of the audit report and co-Chair of the Admissions Forum) to the meeting for this item.**
- b) progress had been made towards addressing most of the recommendations: it was noted, however, that the Colleges' Standing Committee recommendation included a suggestion that a number of activities would be led by subject convenors, and that this might not be appropriate in all cases for all subject areas, given the current variation in how the roles were performed.
- c) there were ongoing discussions on how to address the pre-interview requirements for Law.
- d) Both reports are available to download separately. (The Committee is asked to note that the SRAO report and executive summary was considered by the University Council on 19 July 2021 and a final version of the Executive Summary was agreed and sent to the Office for Students.)

In its discussion on the report of the Strategic Review on Admissions and Outreach:

- a) the Committee noted that the executive summary had been communicated to the Office for Students as part of the University's commitment to its Access and Participation Plan. Concerns were expressed about how the comments on perceived College variation could be interpreted negatively.

- b) careful discussion of the recommendations of the report would be needed at the Senior Tutors' Committee on 29 October 2021. The Chair proposed that the recommendations be grouped into those that were relatively straightforward and related to consistency of practice (a number of which paralleled the recommendations in the Admissions Assessment Audit report), and those that would clearly not achieve unanimity quickly or easily.
- c) to that end, the recommendations relating to the reform of geographical outreach areas and proposals or models for the re-allocation of undergraduate applications should be noted as areas that would require significant further work and discussion about proposed approaches and the practicalities involved. The Committee noted that College agreement to these recommendations would depend significantly on the detail of final proposals. Such discussions may be taken forward in the first instance through an informal meeting of Senior Tutors after the meeting on 29 October 2021. **The Chair agreed to consider further the timetable and format of that meeting.**

STBC.21.7 Senior Tutors' Committee: Revised Terms of Reference

The Committee received an updated version of the ongoing development of terms of reference for the Senior Tutors' Committee's Terms of Reference, prepared by the Chair and Head of OIS:

Paper 6 Draft Terms of Reference: Senior Tutors' Committee

It noted that the revisions included in this version had incorporated all of the feedback received to date from the Business Committee and from individual Senior Tutors since its discussion at the last informal meeting of Senior Tutors, and **agreed to recommend them to the Senior Tutors' Committee at its meeting on 29 October 2021.**

The Committee further noted that it would be helpful to align the terms of reference of its standing committees with these terms of reference, and with the portfolios of the Secretary and Associate Secretaries in due course.

STBC.21.8 Correspondence with the CMA

The Committee received for information a response submitted by the University to an enquiry from the Competition and Markets Authority ('CMA'), which in turn had arisen from concerns expressed by the Office for Students about a specific and new clause in the 2021 "terms of admissions" sent to applicants that were made offers:

Paper 7 Letter to the Competition and Markets Authority

The Committee agreed that no formal briefing to Senior Tutors was needed at this stage, and recommended that the Chair or the Senior Pro-Vice-Chancellor provide a brief verbal update at the meeting of the Senior Tutors' Committee on 29 October 2021.

STANDING ITEMS OF BUSINESS

STBC.21.9 Matters arising from meetings of Senior Tutors

The Committee received for information the following minutes and notes from recent meetings:

Meeting	Date	Paper number
Senior Tutors' Committee	16 July 2021	8
Informal meeting of STs	24 August 2021	9

STBC.21.10 Membership of Committees

The Committee received for information a report of Senior Tutor representations:

Paper 10 Senior Tutor representation on other committees

It approved the following recommendations for membership:

<i>on...</i>	<i>appointment of...</i>	<i>replacing...</i>
Transition and Bridging Project Board (formerly referred to as Foundation Year Project Board) (<i>cf</i> Paper 11)	Stuart Martin (M) * Rita Monson (CHU) * David Woodman (R), failing that Tim Flack (K)	<i>three new positions</i>
Technology-Enabled Learning, Teaching and Assessment Working Group (TELTA) (<i>cf</i> Paper 12)	* Robert Hunt (CHR), failing that Guy Williams (DOW)	<i>new</i>
Sports Committee Working Group on College Physical Activity and Sport (<i>cf</i> Paper 13)	Duncan Needham (DAR)	<i>new</i>
Examination Access and Mitigation Committee	Holly Canuto (CTH) Stuart Martin (M) Mike Sewell (SE)	<i>Re-appointments</i>

* subject to the Senior Tutor's confirmation

The Committee also noted other appointments to its Standing Committee, made by other bodies:

<i>on...</i>	<i>appointment of...</i>	<i>replacing...</i>
Student Welfare & Finance (Bursarial representative)	Rob Hopwood (MUR)	Edward Knapp (T)

STBC.21.11 Academic and Welfare Reviews

The Committee was reminded that Academic and Welfare Reviews have been suspended for the time being. **It agreed that it would be timely in this suspension period for the Secretaries to engage with the University over the purpose, format and operation of the reviews.** It further noted that its structure and content may help to inform the production of an induction programme for new Senior Tutors and the re-development of any future document repository or manual.

It was also suggested that the Academic and Welfare Reviews could be used to establish a form of "education baseline" for Colleges to sit along side a "welfare baseline" as proposed in the Strategic Review on Mental Health Provision.

OTHER BUSINESS

STBC.21.12 **Undergraduate Admissions Complaints and Appeals** (was “Admissions Review Panel” (30 June 2021, minute 9.2))

Matthew Russell (OIS) reported that the Working Group set up by the Business Committee to review the current arrangements of the management of undergraduate admissions complaints and appeals had started some framework discussions over the Long Vacation but that otherwise there was no significant developments to report.

STBC.21.13 **Mentoring of new Senior Tutors**

The Committee discussed possibilities from among its number to mentor the new Senior Tutors for this year. **Members of the Committee were invited to volunteer names to the Chair.**

Future meetings 2021-22

Meetings (shown in ordinary type), to take place on Wednesdays at 10:00 am in the Parker Room at Corpus Christi (the dates of meetings of the Senior Tutors’ Committee being shown in addition in italic type):

	<i>29 October 2021</i>
3 November 2021	<i>26 November 2021</i>
19 January 2022	<i>11 February 2022</i>
16 February 2022	<i>11 March 2022</i>
27 April 2022	<i>27 May 2022</i>
8 June 2022	<i>15 July 2022</i>

2021-10-06 STCBC minutes

Dr Matthew Russell
7 October 2021

Business Committee of the Senior Tutors' Committee

**MINUTES of a meeting held at 2:00 pm on Wednesday 3 November 2021
in the Parker Room, Corpus Christi College**

Present: Marina Frasca-Spada (CC; Chair), Judith Bunbury (ED), Paul Chirico (F), Robert Henderson (EM), Sam Lucy (N), Stuart Martin (M), Mike Sewell (SE), with Alice Benton (University) and Matthew Russell (OIS).

Apologies: Richard Partington (JN)

There were no declared conflicts of interest.

STBC.21.14 Secretariat Portfolios (6 October 2021, minute STBC.21.2)

Notwithstanding the discussion at the last meeting, at which an incorrect paper was discussed, the Committee now received the current Secretariat Portfolios (dated as July 2020):

Paper 1 Secretariat Portfolios (existing structure)

It noted that a number of committees noted on the paper required updating, both in terms of currency and current membership, which would be reviewed before the next meeting. It otherwise further noted that the matters relating to "graduate education" and "graduate admissions" should be transferred from Marina Frasca-Spada (CC) to Judith Bunbury (ED), with the corresponding migration of committee responsibilities. **The Committee agreed to receive a revised document at its next meeting.**

STBC.21.15 Minutes

The minutes of the meeting held on 6 October 2021 are circulated for approval.

STBC.21.16 Matters arising not elsewhere on the agenda

a) Academic and Welfare Reviews (6 October 2021, minute STBC.21.11)

The Committee discussed the value and purposes of the Academic and Welfare Reviews, noting that these would be re-instigated in the Lent Term 2021. It noted that members of the Business Committee would conduct the reviews, using a standardised template. **The Chair and Alice Benton agreed to:**

- i. **review the current template and the covering information provided to the College to explain the context of the review, and revise it if appropriate.**
- ii. **consider whether an addition (one-page) set of instructions for reviewers, to promote consistency between reviews should be provided.**
- iii. **confirm how good practice identified in the reviews will be gathered and disseminated.**

b) Mentoring of new Senior Tutors (6 October 2021, minute STBC.21.13)

The Committee agreed to appoint the following to act as mentors for new Senior Tutors:

Rita Monson (CHU)	Paul Chirico (F)
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Tori McKee (HH)	Judith Bunbury (ED)
Robert Mayhew (PEM)	Stuart Martin (M)
Sachiko Kusakawa (T)	Marina Frasca-Spada (CC)

PRINCIPAL BUSINESS

STBC.21.17 Strategic Review of Mental Health Provision (draft final report)

The Committee reflected on the discussion of the Strategic Review of Mental Health Provision at the Senior Tutors' Committee meeting on 29 October 2021. It noted the wide-ranging discussion and the range of current views on the proposals, noting that in most Colleges there was strong or very strong support. In the discussion, it was also noted that the appetite for rapid change varied considerably across Colleges, and that therefore the detail in the response plan and the articulation of the commitments required from Colleges at this stage would be crucial in confirming sufficient support from the Colleges for discussions in the University about its resource commitments and implementation timetable.

It was confirmed that the response plan from the steering group would be ready for a presentation to senior College officers on 12 November 2021 (a "Friday at 9"). The Committee expressed its wish that many Colleges would have time to confirm a clear level of support and commitment in time for discussion of the response plan at the University's Council on 13 December 2021, but noted that the timetable may be challenging for some. In such cases, it would support a sense of the level of commitment from senior officers of the College, if not its Council or Governing Body.

STBC.21.18 Undergraduate admissions: Strategic Review of Admissions and Outreach and the Admissions Assessment Audit

The Committee reflected on the discussion of the Strategic Review of Admissions and Outreach and the Admissions Assessment Audit at the Senior Tutors' Committee meeting on 29 October 2021. It noted the confirmation of the majority of the recommendations of both reports at the meeting, and **agreed that these should now be passed to (a) the Admissions Forum, in order to develop a clear implementation plan for the operational matters identified and (b) the Colleges' Standing Committee and other intercollegiate committees to take forward the strategic and governance matters that were not directly the responsibility of the Senior Tutors' Committee.**

The Committee further agreed that Matthew Russell (OIS) would write to Bonnie Lander-Johnson (N) in response to the submission made by the Directors of Studies in English. In doing so, he would highlight the possibilities of Colleges introducing an at-interview assessment, noting the timetables for consideration for the 2022 round, and placing the decision in the context of the other recommendations of the Admissions Assessment Audit report.

The Committee discussed the recommendations in the report that were not agreed by the Senior Tutors' Committee and how to progress these:

- a. **Veterinary Medicine and the use of the NSAA:** the Committee rehearsed again the points made at the Senior Tutors' Committee, including (i) that the course would be using the NSAA, which was continuing, (ii) that there was an extraordinary need to use NSAA as an additional source of evidence in selecting candidate, and that this use (over and above it being a de-selection tool) had been understood from the inception of the admissions assessments, and (iii) how students preparation for the course may have been significantly affected by the disruption to secondary education due to COVID. In order to facilitate a resolution at the next meeting of the Senior Tutors' Committee, **it was agreed that Robert Henderson (EM) and Sam Lucy (N) would co-ordinate the drafting of a paper for consideration at that meeting, with the recommendation that the use of NSAA continued for applicants to the Veterinary Medicine course.**
- b. **the identified need for informal discussions between Senior Tutors on the proposals for the outreach framework reform and the re-allocation of applications across Colleges prior to interview:** the Committee noted that these topics both needed much further discussion in order to identify appropriate ways forward. It was concerned by the amount of business currently being discussed across the Colleges, and felt it wanted to ensure enough time could be devoted to such discussions. **It therefore agreed to defer any informal discussions until early in the Lent Term 2021, where an informal meeting of Senior Tutors would be convened.** It further noted the meeting would be enhanced with clear discussion papers circulated sufficiently in advance.

STBC.21.19 Suicide Prevention and Response Strategy

The Committee received a draft of the Suicide Prevention and Response Strategy that had been developed on the recommendation of the Final Report of the Strategic Review of Mental Health Provision and a joint Government/UUK initiative in July:

Paper 2 Draft Suicide Prevention and Response Strategy – October 2021

It noted, in that context, that it was a Government/UUK expectation that all higher education institutions would have an agreed strategy document by the end of the calendar year, and it was therefore the intention to ask the Senior Tutors' Committee (on behalf of the Colleges) to adopt formally the Strategy at its next meeting, with a view to the University adopting it at the Council meeting on 13 December 2021. Should it prove necessary, the Strategy would additionally be considered at the Colleges' Committee on 4 December 2021.

The Committee agreed that the Strategy and the commitments therein were largely uncontroversial, and that feedback on the Strategy would be sought in the first instance from Senior Tutors by circulation. The Strategy would be circulated also to Bursars and Heads of House, asking them to feed views to their Senior Tutors. The Committee further agreed to draw attention particularly to commitment 6, noting this had been a point of discussion at the Standing Committee on Student Finance and Welfare in the past.

STANDING ITEMS OF BUSINESS

STBC.21.20

Matters arising from meetings of Senior Tutors

Meeting	Date	Paper number
Senior Tutors' Committee	29 October 2021	3

In its discussion, the Committee noted:

- a. the request for it to consider whether the Chairs of the Admissions Forum and the University's Director of Recruitment, Admissions and Participation to attend all meetings of the Senior Tutors' Committee. **It agreed that there should not be a change to this effect in the recently-approved terms of reference, but that the officers should exercise their powers under the terms of reference to invite them for specific items at need.**
- b. revisions made to the privacy statement (paragraph 3), as requested at the meeting:
 - i. Paper 6 *Privacy and confidentiality statement (revised)*
- c. OIS had now set up a "discussion thread" forum for Senior Tutors. **It agreed that Alice Benton should be included in the recipients.**

STBC.21.21 Membership of Committees

The Committee received for information a report of Senior Tutor representations:

Paper 4 Grid layout

It approved the following recommendations for membership:

<i>on...</i>	<i>appointment of...</i>	<i>replacing...</i>
Undergraduate Admissions Committee	Tim Flack (K)	<i>re-appointment</i>
Vet Quota Committee	David Bainbridge (CTH)	<i>re-appointment</i>

The Committee noted the following vacancies:

<i>on ...</i>	<i>replacing ...</i>
University's Academic Standards and Enhancement Committee	Duncan Needham (DAR)
Postgraduate Admissions Committee's Numbers Sub-Committee	Stuart Martin (M)
Student Mobility Committee	Geoff Parks (JE)

Prior to making any recommendations, **it agreed it needed to clarify in each case any constraints over the appointment of persons, including whether the committees themselves continued to exist.**

OTHER BUSINESS

STBC.21.22

Future meetings 2021-22

Meetings (shown in ordinary type), to take place on Wednesdays at **2 pm** in the Parker Room at Corpus Christi (the dates of meetings of the Senior Tutors' Committee being shown in addition in italic type):

	<i>26 November 2021</i>
19 January 2022	<i>11 February 2022</i>
23 February 2022	<i>11 March 2022</i>
27 April 2022	<i>27 May 2022</i>
8 June 2022	<i>15 July 2022</i>

2021-10-06 STCBC minutes

Dr Matthew Russell
4 November 2021

Business Committee of the Senior Tutors' Committee

**MINUTES of a meeting held at 2:00 pm on Wednesday 19 January 2022
Via teleconferencing by all participants**

Present: Marina Frasca-Spada (CC; Chair), Judith Bunbury (ED), Paul Chirico (F), Robert Henderson (EM), Sam Lucy (N), Richard Partington (JN), Mike Sewell (SE), with Alice Benton (University) and Matthew Russell (OIS), Malcolm Millbrook (OIS) and Diane Brooker (OIS – notetaker).

Apologies: Stuart Martin (M)

There were no declared conflicts of interest.

STBC.21.23 Minutes

The minutes of the meeting held on 3 November 2021 were approved.

STBC.21.24 Matters arising not elsewhere on the agenda

a) Academic and Welfare Reviews (3 November 2021, minute STBC.21.16a)

The Committee noted there was no progress for report and work would recommence in July 2022 following the return of a staff member to the EQPO team from secondment.

b) Undergraduate admissions: Strategic Review of Admissions and Outreach and the Admissions Assessment Audit (3 November 2021, minute STBC.21.18)

The Business Committee discussed how to take forward outstanding matters from the [Strategic Review of Admissions and Outreach](#).

a) Outreach framework reform:

The Committee noted that the Senior Tutors' Committee had expressed reservations regarding recommendations for a new outreach framework. This may have been, in most cases, a reaction to the fine detail of the proposals, rather than an unwillingness to support some change generally, and the Committee agreed many of the recommendations appeared to be moving in the right direction. In discussion, the following aspects were considered:

- a cost/benefit exercise would be of value when determining areas for change;
- the high turnover and lack of experience of SLOs within some Colleges may be a problem;
- greater collaboration between SLOs and College admissions offices would be beneficial;
- online platforms could be used to provide greater geographical benefit.

In conclusion, the Committee recognised the need for greater efficiency. Savings could be realised by greater flexibility and the sharing of resources and data amongst Colleges. **Sam Lucy agreed progress this further in collaboration with Mike Nicholson, and share draft findings with the Committee prior to presentation at the next meeting.**

b) Reallocation of applications:

The Committee was reluctant to tie this with Outreach, as it considered each to be discrete. It noted that the key problem reallocation tried to solve was the increased (and still increasing) number of applicants, especially in some Colleges, where admissions teams and some subject interviewers were more and more stretched; and that reallocation was by no means the only or indeed the most obvious means to solve that. In particular, deselection issues were of relevance here, and substantial savings to the workload of College admission teams could be achieved through adjustments to offer levels. This might be achieved by stringent deselection using banding criteria; transparency of grade requirements to applicants; and resource-sharing between Colleges. The Committee concluded that solutions should ease the burden of work for Colleges without adversely affecting fairness or transparency. **The Committee agreed to refer this for further discussion to the Review of the current admissions round.**

On a related note, the Business Committee discussed the viability of using the invigilated essay element of the LNAT assessment for use in the selection, or deselection, of Law applicants; with the multiple-choice element possibly to be used for research purposes (with appropriate transparency). **Sam Lucy agreed to consult with colleagues and stakeholders and gather further information and cost projections for consideration at a future meeting.**

The Business Committee further discussed how to consult Colleges on the proposed Admissions governance reforms as set out in the paper by the Vice-Chancellor and Chair of Colleges' Committee.

Paper 1 UG Admissions and Outreach Governance (1Nov21)

In discussion, concerns were expressed regarding:

- a perceived shift towards centralisation;
- the limited membership of the proposed committee
- a lack of reference as to how money would be allocated.

The Committee noted it would welcome clarity on aspects concerning governance, decision-making and the role of the Admissions Forum and Working Groups. **It noted the paper would be considered by the Colleges' Standing Committee on 25 January 2022 and the views of this Committee would be conveyed by the Chair.**

PRINCIPAL BUSINESS

STBC.21.25 College Transfer and allied processes

The Committee discussed ongoing difficulties with OSCCA and other related processes. Responses were currently slow and there had been a recent spike in cases. Concern was expressed regarding penalties, disciplinary procedures and the management of expectation and the Fitness to Study scheme lacked "teeth". It acknowledged an anecdotal, but very widespread sense amongst many Colleges of problems in relation to non-criminal grievances, their outcomes and a perceived lack of support for respondents (and their tutors). **Alice Benton agreed to collate these issues to form a new terms of reference for updated processes for report at the next meeting.**

Difficulties had been identified in the College transfer process concerning cases of sexual harassment and the potential for misleading or inaccurate reporting in social media and by the student press. Other

transfer requests, for cases such as for disabled students to facilitate travel between lectures and College, were discussed. **Paul Chirico agreed progress this with the College Transfer Panel.**

STBC.21.26 Fees for Year Abroad MML students

The Committee received a minute extract from the Bursars' Fees Sub-Committee of 26 November 2021:

The Sub-Committee was reminded that, some time ago, it referred to the Senior Tutors' Standing Committee on Student Finance and Welfare, the matter of whether the Colleges should be discussing with the University the current arrangements about fee sharing for students in their year abroad.

No discussion of this item has taken place at the Senior Tutors' Standing Committee on Student Finance and Welfare. **The Sub-Committee had agreed that the Secretary should instead raise the matter with the Senior Tutors' Business Committee.**

A number of Bursars had noted that whilst overseas, many students required a level of support that had increased steadily in recent years, although Colleges did not receive any additional funding for this. It was noted, however, that the increase in commitment on the part of the Colleges had not corresponded to a decrease in commitment on the part of the relevant University Departments/Faculties.

The Committee agreed it required further information before it could consider the matter further. The Chair and Alice Benton agreed to:

- i. Collate information on the new Turing Scheme for comparison with the Erasmus Scheme;**
- ii. Obtain examples of typical support offered by Colleges to their students whilst overseas;**
- iii. Clarify the work undertaken by the Year Abroad Office and its expectation of support from Colleges;**
- iv. Provide an indication of the number of students involved;**
- v. Obtain information on fees received by the University and Colleges for incoming students.**

STBC.21.27 Notes from previous informal STC meeting

The Business Committee received the notes of the informal meeting of the Senior Tutors Committee on Friday, 7 January 2022, which discussed the mid-term break proposal.

Paper 2 Notes from informal STC discussion

It agreed to circulate: an extract covering Mid Term Break to the General Board's Education Committee; and the full notes to the next meeting of the Senior Tutors' Committee.

STANDING ITEMS OF BUSINESS

STBC.21.28 Matters arising from meetings of Senior Tutors

Meeting	Date	Paper number
Senior Tutors' Committee	26 November 2021	3

STBC.21.29 Membership of Committees

The Committee received a report of Senior Tutor representations:

It commended the following appointment to the Senior Tutors' Committee for approval:

<i>on...</i>	<i>appointment of...</i>	<i>replacing...</i>
PRC Fees and Funding Sub-Committee	Sandra Fulton (G)	<i>New appointment</i>

The Committee noted the following vacancies:

<i>on ...</i>	<i>replacing ...</i>
University's Academic Standards and Enhancement Committee	Duncan Needham (DAR) – NB: a Graduate Tutor appointment
Postgraduate Admissions Committee's Numbers Sub-Committee	Stuart Martin (M)
Committee for the Supervision of the Student Unions (from 1 January 2022)	Geoff Parks (JE)
Societies Syndicate (from 1 January 2022)	Geoff Parks (JE)
Admissions Forum Steering Group on Admissions Assessment (from October 2022)	Geoff Parks (JE)
Joint Committee on Childcare for Students	<i>Category (C) member (Senior Tutors' Committee appointment)</i>
University Card Committee	<i>new</i>

The Committee considered requests for Senior Tutor representatives on the following:

i. OSCCA Fitness to Study

Alice Benton agreed to provide a brief summary of the need for additional Senior Tutors to assist in the adjudication of OSCCA Fitness to study cases for presentation at the next meeting of the Senior Tutors Committee.

ii. Nightline

The Committee considered a request from the Nightline Committee for a volunteer to take on the role of Chair from May 2022 which, until recently, had been undertaken by Jane McLarty (W). **It agreed to bring this to the attention of Senior Tutors via the Moodle Forum, and the Deputy Head of Education Services (Student Support, Access and Wellbeing).**

OTHER BUSINESS

STBC.21.30 Location of upcoming STC meetings

The Committee agreed future Senior Tutors' Committee meetings should return to the usual in-person format following the imminent easing of Government COVID restrictions.

STBC.21.31 CITC: Revision to Terms of Reference

The Committee approved a proposed revision to the current terms of reference of the Colleges' IT Committee:

Paper 5 CITC: Terms of reference

STBC.21.32 Future meetings 2021-22

Meetings (shown in ordinary type), to take place on Wednesdays at 2 pm in the Parker Room at Corpus Christi (the dates of meetings of the Senior Tutors' Committee being shown in addition in italic type), noting an amendment to the February 2022 meeting:

	<i>11 February 2022 (Clare College)</i>
23 February 2022	<i>11 March 2022 (tbc)</i>
27 April 2022	<i>27 May 2022 (Corpus Christi)</i>
8 June 2022	<i>15 July 2022 (Darwin)</i>

2022-01-21 STCBC minutes

Dr Matthew Russell
21 January 2022

Business Committee of the Senior Tutors' Committee

**MINUTES of a meeting to be held at 9:00 am on Thursday 17 February 2022
Via teleconferencing by all participants**

Present: Marina Frasca-Spada (CC; Chair), Paul Chirico (F), Robert Henderson (EM), Sam Lucy (N), Stuart Martin (M), and Mike Sewell (SE). With Alice Benton (University), Diane Brooker (OIS), Matthew Russell (OIS), and Malcolm Millbrook (OIS, minutes).

Apologies: Judith Bunbury (ED) and Richard Partington (JN)

There were no declared conflicts of interest.

STBC.21.33 Minutes

The minutes of the meeting held on 19 January 2022 were approved, with a correction to minute STBC.21.25: the item was renamed as "Student transfers and complaints processes" and altered to emphasise the discovery of significant problems with OSCA processes.

STBC.21.34 Matters arising not elsewhere on the agenda

a) Undergraduate admissions: Strategic Review of Admissions and Outreach, and the Admissions Assessment Audit (19 January 2022, minute STBC.21.24b)

i. Admissions Outreach Framework reform

The Committee received a report on developments since its last meeting:

Paper 1 Outreach Framework Reform: Discussion points

Dr Lucy reported that the paper was created in response to a recent statement from the Director for Fair Access and Participation of the Office for Students, John Blake. He emphasised the need for HE institutes to work together to improve Access and Participation for the sector, and a key priority was to evaluate the impact of Outreach activities.

The Committee discussed Colleges forming groups to share resources and staff in targeting their College Area Links, and potentially passing resources to CAO to streamline evaluations. This would require a change in the independent culture of Colleges' Outreach work. Better training for SLOs was needed; the previous recording of University training attendance had been poor. A pilot scheme of this concept, with a select number of interested Colleges joining together to provide Outreach activities, could be trialled.

The Committee discussed and broadly welcomed the pragmatic approach recommended in the paper. **Dr Lucy and Dr Sewell would identify Colleges that could work well together based on their link areas, or where embedded SLOs were based, to create a more detailed paper for discussion at the next Admissions Forum.**

ii. Admissions Governance

The Committee received a minute extract of the Colleges' Standing Committee meeting on 25 January 2022:

The Committee discussed the response by the Colleges' Standing Committee to the proposal for a new model for undergraduate admissions and outreach governance. The Chair reported that a supplementary document was planned to accompany the original paper, to show the reasoning underpinning the proposal and to provide more background. Despite the quality of students admitted, and the University being ahead of APP targets, the way in which decisions were made regarding undergraduate admissions was problematic. Members of the UAC and Admissions Forum wrongly believed that they had the power to make strategic and financial decisions, whereas they were consultative bodies, for example—something the current proposal was attempting to address. **The Committee agreed that the paper required more work, particularly in accounting for the reasoning underpinning it and articulating what it was trying to achieve, for it to then be discussed at an informal meeting of Heads of House, Bursars, and Senior Tutors.**

The Committee discussed the survey created by the Admissions Forum, to gather views on whether future Admissions Rounds should use remote or in-person interviews, and a declaration from Trinity College that it would unilaterally use a mix of in-person and remote interviews. The Senior Tutors' Committee recently agreed that greater consistency among Colleges should be worked towards in many aspects of undergraduate admissions; it was still to be agreed whether the format of interviews, in-person or remote, was one of the aspects requiring complete consistency, both among Colleges and among different subjects. The matter would be brought to the next Admissions Forum, with the results of the survey.

b) Student transfers and complaints processes

Alice Benton reported that progress on creating new terms of reference for OSCCA processes was on hold until the Head of OSCCA had returned from maternity leave, at the end of the academic year.

PRINCIPAL BUSINESS

STBC.21.35 Mental Health Governance

The Committee received an update on the proposed governance of student mental health and wellbeing, ahead of a meeting of the Student Mental Health and Wellbeing Project Board on 23 February 2022:

The Committee considered the proposed transfer of financial matters from the Student Finance and Welfare Committee to a Committee created by adding up to four Senior Tutors to the Fees Sub-Committee of the Bursars' Committee. Members of the BC voiced concerns on this and on whether the Committee could sufficiently examine business which previously would have been covered by the Student Finance and Welfare Committee, and suggested that the results of this change be monitored carefully. On the other hand, it was indicated that the opportunity to work more closely with Bursars on matters relative to student finances could be beneficial to both Bursars and Senior Tutors. **The Committee approved the new governance arrangements, to allow them to be tested.**

STBC.21.36 Remote Study Guidance

The Committee received a draft revision to the Remote Study Guidance:

Paper 4 Remote study guidance (draft v3)

Alice Benton noted that Colleges always had the ability to waiver residency requirements and allow students to study away from Cambridge, and therefore the guidelines were designed to assist Colleges with difficult cases without being too prescriptive.

The Committee discussed at length whether the guidelines were useful, or if they risked an increase in applications by being too permissive. **It was agreed to hold publication of the guidelines, to note the scale of the problem in the next academic year, and to revisit the matter if needed.**

Some members of the BC noted that the Lecture Capture programme would likely make it harder to avoid a multiplication of requests for remote study.

STBC.21.37 Postgraduate funding and scholarships

Following discussions at the Senior Tutors’ Committee on 11 February 2022, the Committee received a paper by the First Bursar of King’s College following an online meeting of College Senior Officers with the University earlier that same day:

Paper 5 Doctoral Funding

The Committee discussed the paper, noting that it was a useful starting point for individual Colleges to respond to the consultation’s surveys. The Committee also noted that it would still be necessary to have more data on the potential changes in the number of studentships on offer, on potential takers of parental leave, etc. Alice Benton confirmed that CAO’s Student Funding and Fee Policy team was now collecting these data as requested at the 11 February online meeting.

STANDING ITEMS OF BUSINESS

STBC.21.38 Matters arising from meetings of Senior Tutors

Meeting	Date	Paper number
Senior Tutors’ Committee	11 February 2022	6

The Committee received for information unconfirmed minutes of the recent Senior Tutors’ Committee meeting.

STBC.21.39 Membership of Committees

The Committee received for information a report of Senior Tutor representations:

Paper 7 List of Senior Tutor intercollegiate and University commitments

It approved the following recommendations for membership:

<i>on ...</i>	<i>appointment of...</i>	<i>replacing ...</i>
Admissions Forum Steering Group on Admissions Assessment (from October 2022)	N/A - to be discussed via circulation after ToR and current membership received	Geoff Parks (JE)
Colleges' IT Committee (from October 2022)	Rita Monson (CHU)	Geoff Parks (JE)
Joint Committee on Childcare for Students	Susan Larsen (W)	<i>Category (b) member (Senior Tutors' Committee appointment)</i>

Stuart Martin reported that the Numbers Management Group had stood down, to be replaced by the Student Numbers Management Group. **Alice Benton would circulate to the Committee the new group's terms of reference.**

OTHER BUSINESS

STBC.21.40 LNAT consortium director

Sam Lucy reported that, following approval by the Senior Tutors' Committee of using the LNAT for Law undergraduate admissions, a representative on the LNAT consortium needed to be confirmed. **The Committee agreed that the post should be filled by one of the Law Tripos Subject Convenors. Sam Lucy would discuss the matter further with Matthew Russell.**

STBC.21.41 Matters to be carried forward for future meetings: Legal Affairs

- a) **Academic and Welfare Reviews (19 January 2022, minute STBC.21.24a)**
Work to recommence in July 2022 following the return of a staff member to the EQPO team from secondment.
- b) **Fees for Year Abroad MML students (19 January 2022, minute STBC.21.26)**
Malcolm Millbrook to discuss this matter with Alice Benton.

STBC.21.42 Future meetings 2021-22

Meetings (shown in ordinary type), to take place on Wednesdays at 2 pm via Zoom or, whenever possible, in the Parker Room at Corpus Christi (the dates of meetings of the Senior Tutors' Committee being shown in addition in italic type):

2 March 2022 (reserve) 11 March 2022
 27 April 2022 27 May 2022
 8 June 2022 15 July 2022

Business Committee of the Senior Tutors' Committee

MINUTES of the meeting held at 2:00 pm on Thursday 27 April 2022 in the Parker Room, Corpus Christi College

Present: Marina Frasca-Spada (CC; Chair), Judith Bunbury (ED), Paul Chirico (F), Robert Henderson (EM), Sam Lucy (N), Stuart Martin (M), Richard Partington (JN), and Mike Sewell (SE). With Alice Benton (University), Diane Brooker (OIS), and Malcolm Millbrook (OIS, minutes).

Guy Williams (DOW) attended for Item STBC.21.45.

Apologies: Matthew Russell (OIS).

There were no declared conflicts of interest.

STBC.21.43 Minutes

The minutes of the meeting held on 17 February 2022 were approved.

STBC.21.44 Matters arising not elsewhere on the agenda

a) Undergraduate admissions: Strategic Review of Admissions and Outreach and the Admissions Assessment Audit (17 February 2022, minute STBC.21.34a)

i. Admissions Outreach Framework reform

Sam Lucy (N) and Mike Sewell (SE) reported that they would soon meet to create a paper for further discussions on outreach reform.

ii. Admissions Governance

The Chair reported that she and the Chair of the Colleges' Committee had recently met with a number of relevant people to discuss a proposed new model for admissions governance. Following their feedback, two models were now under discussion, with more work to be conducted over the Easter term to determine which was preferable and more likely to be acceptable to the Colleges and the University.

The Committee discussed whether minor changes to admissions governance could be made whilst the work on a new model was ongoing. **The Committee recommended that only one representative from each College should be present at the Admissions Forum, as had been the case previously. The Committee also advised that the Senior Tutors' Committee should consider the Admissions Forum being chaired by the Director of Admissions, to bring it in line with other sub-committees.**

PRINCIPAL BUSINESS

STBC.21.45 College Differences in Candidate Acceptance Rates

The Committee received a paper, produced for the Strategic Review of Admissions and Outreach by Sam Lucy (N) and Guy Williams (DOW), on differences in acceptance rates to the University by different Colleges:

Paper 1 College Differences in Candidate Acceptance Rates

The Committee discussed at length the findings set out in the paper, and noted that:

- a) The paper overall showed that the data was complex and difficult to interpret, that there was room for improvement in ensuring that Colleges used uniform methods in selecting candidates, but that, especially given the complexity of the process, the Colleges were actually performing very well in admitting the right applicants, meeting all the targets, etc. The paper's presentation style would be adjusted to reflect this view.
- b) It may be worth investigating whether the differences in offer rates were similar to the average in Medicine specifically, given the additional process to scrutinise candidate selection across Colleges before the Winter Pool.
- c) The suggested further mitigation measures presented in the paper — decrease the visibility of first-choice Colleges in the pooled application files, standardising decision meetings at the pool, expand the role of subject convenors — were discussed and various pros and cons identified.

The Committee thanked Sam Lucy and Guy Williams for their detailed paper, which would be presented to the Senior Tutors' Committee and the Strategic Review of Admissions and Outreach Steering Group.

- d) The Committee also discussed briefly a proposal that Colleges short on applicants in a given subject be allowed to opt into a scheme to lend interviewers in that subject to Colleges which had received a surge in the number of applicants for it. Aspects of this proposal were discussed. In particular, this would mitigate the risk that a surge in number of applicants in a particular College would lead to more severe deselection in that College. There was discussion of the ways this proposed arrangement would impact the functioning of the pool. This proposal would shortly be considered by the Admissions Forum and then the Senior Tutor's Committee.

STBC.21.46 2022-23 Levy Request: CamCORS and CASC

The Committee received papers by the Secretary and IT Manager of CASC and OIS, setting out the history and future options for the development of CamCORS v7, and the Levies Panel's views on the proposal:

Paper 2	Confidential: The future of CamCORS
Paper 3	CamCORS Project Board – Minutes 4 March 2022
Paper 4	2022-23 Levy Funding request (extracts)
Paper 5	Extract from Levies Panel report on CamCORS and CASC

The Committee welcomed the clarity given in the papers and agreed with the Levies Panel's conclusions. **It recommended that a member of UIS or a College IT Manager could act as external scrutiny to the CamCORS Project Board.**

STBC.21.47 Response to 'Justice for College Supervisors' campaign

At the 11 March meeting of the Senior Tutors' Committee the Chair reported that representatives of the "Justice for College Supervisors" campaign would be invited to the 27 May meeting to give a short presentation of their points of view. OIS produced the following paper, analysing CamCORS data on supervisor workloads, in preparation for this presentation:

Paper 6	Analysis of CamCORS data 2016-22
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The Committee discussed at length the findings set out in the paper, and noted that:

- a) There were several supervisors who consistently gave a very large number of supervisions. These could be considered as exploiting or being exploited by Colleges. Such supervisors should be approached with the option of having a contract to teach, though it was anticipated that several of them would not want one. For those who did, perhaps a contract could be offered by one College, and any other Colleges which the supervisor also supported could then send payments to that College. Such a proposal would need to be discussed jointly with the University.
- b) The University is discussing the possibility to reimburse attendees of subject-specific training sessions for new supervisors based in Departments/Faculties, though this might be regarded as contradicting the argument that any supervision training is part of a student's professional development. CCTL had recently funded a project officer to examine what supervision training is provided, something which had not been considered since it had been established in 2010.
- c) Data was needed on how much MPhil and 4th-year PhD students were supervising, due to the concern that such students should not be supervising over the limit established in the UKRI guidance but may nonetheless be under pressure to do so.
- d) The Committee agreed that the University ought to take seriously the problem created by the large number of UTOs who do not supervise undergraduates at all, and take action to ensure that that number be reduced.

The same data set from CamCORS was used to create the following paper, showing the average number of large group supervisions each year by subject:

Paper 7 Analysis of CamCORS data 2016-22 – large group supervisions

The Committee noted that several subjects had classes or seminars which Colleges, by agreement, paid for via CamCORS. It was discussed whether it was concerning that Colleges paid for large group teaching instead of the University, and at what point a supervision became a class or seminar. The data needed further investigation to identify whether there were any large group supervisions which were inappropriate.

The Committee thanked Malcolm Millbrook (OIS) for his research and the excellent resulting papers.

The Chair and Richard Partington (JN) agreed to attend the next Bursars' Business Committee meeting on 12 May to discuss the matter further. Malcolm Millbrook would investigate the data further, to identify inappropriately large group supervisions.

STBC.21.48 Student Suicide-Safer Strategy

The Committee received the latest draft Collegiate University Student Suicide-Safer Strategy:

Paper 8 Student Suicide-Safer Strategy

The Chair reported that substantial work had been undertaken to create a version of the Strategy which responded extensively to feedback received from Colleges. **The Committee agreed that the Strategy should be presented to the Senior Tutors' Committee for approval, subject to its next review date being made clear. Richard Partington (JN) will raise outstanding issues at the Mental Health Review Steering Group.**

STBC.21.49 Menstrual Products benchmarked provision

The Committee was informed that, at the Levies Panel meeting on 21 March 2022, a levy request for a Menstrual Products Scheme was rejected. The Panel instead recommended that a criterion for a benchmarked service provision should be established with the Cambridge Student Union:

- Paper 9 Extract from Levies Panel report on Menstrual Products Scheme
 Paper 10 CSU proposal for menstrual products benchmarked service provision

The Committee discussed the proposal from the CSU, on establishing a criteria for menstrual products provision within Colleges. **The Committee agreed that a specific benchmark was inappropriate, but that Colleges should be encouraged to provide menstrual products in shared lavatories.**

STBC.21.50 Senior Tutors’ Committee: Revised Terms of Reference

The Committee received from the Head of OIS a proposed revision to the Senior Tutors’ Committee’s Terms of Reference, following a request for representation from the College Development Directors’ Committee:

- Paper 11 Draft Terms of Reference: Senior Tutors’ Committee

The Committee approved the proposed revisions, for ratification by the Senior Tutors’ Committee.

STANDING ITEMS OF BUSINESS

STBC.21.51 Matters arising from meetings of Senior Tutors

Meeting	Date	Paper number
Senior Tutors’ Committee	11 March 2022	12

STBC.21.52 Membership of Committees

The Committee received for information a report of Senior Tutor representations:

- Paper 13 List of Senior Tutor intercollegiate and University commitments

It approved the following recommendations for membership:

<i>on...</i>	<i>appointment of...</i>	<i>replacing...</i>
Admissions Assessment Steering Group (from October 2022)	Richard Partington (JN)	Geoff Parks (JE)
Bursars’ Fees and Student Finance Sub-Committee	Jane Greatorex (LC) Max Beber (SID)	<i>new</i>
Examination and Mitigation Committee	Tim Wilkinson (JE)	Jeremy Caddick
Joint Committee on Childcare for Students	Holly Hedgeland (CLH)	<i>Category (b) member (Senior Tutors’ Committee appointment)</i>
Joint Review Group on Part-Time Students (see below)	Mike Sewell (SE)	<i>new*</i>
Postgraduate Admissions Committee Recruitment and Funding Sub-Committee	Duncan Needham (DAR)	<i>renewal</i>
Undergraduate Admissions Committee	Marina Frasca Spada (CC)	<i>renewal</i>
University-Colleges Student Numbers Management Group	Sam Lucy (N) Tori McKee (HH)	<i>new*</i>

The Committee received for information papers on two new working groups, as indicated above (*):

- Paper 14 Review of part-time Students (ToR)
 Paper 15 University-Colleges Student Numbers Management Group (ToR)

The Committee approved the following Senior Tutors to serve on the Mental Health Task and Finish Groups:

Funding (x1) Immediate need	Stepped Care group (x2) June 2022 start	Data group (x2) June 2022 start	Training Group (x1) June 2022 start
Robert Hunt (CHR)	Tori McKee (HH)	Richard Partington (JN) Guy Williams (DOW)	Mike Sewell (SEL)

NHS partnership (x1 +Susan Larsen) Immediate need	PG Advisory group (x2) June 2022 start	BME Advisory group (x2) June 2022 start	Suicide prevention group (x2) May 2022 start
Andrew Thompson (Q)	Holly Hedgeland (CLH) Mike Sewell (SEL)	Judith Bunbury (ED)	Holly Canuto (CTH) Robert Mayhew (PEM)

The Committee noted the following vacancies, and suggested some names to be approached:

<i>on ...</i>	<i>replacing ...</i>
College Development Directors' Committee	<i>new</i>
Information Services Committee	Tim Flack (K)
Mental Health Task and Finish Group - Stepped Care group	<i>new</i>
Mental Health Task and Finish Group - BME Advisory Group	<i>new</i>
Undergraduate Admissions Committee	Tim Flack (K)

OTHER BUSINESS

STBC.21.53 Communication of Senior Tutors' Committee business to Tutorial Managers

At the recent Undergraduate Tutorial Forum meeting the following proposals were raised:

- Sending minutes of Senior Tutors' Committee meetings to the Tutorial Manager mailing list;
- Having a representative of the Committee attend the Undergraduate Tutorial Forum to report on matters raised at the Senior Tutors' Committee.

The Committee approved both proposals, appointing Malcolm Millbrook (OIS) as the Senior Tutors' Committee's representative on the Undergraduate Tutorial Forum.

STBC.21.54 Matters to be carried forward for future meetings:

- Academic and Welfare Reviews (19 January 2022, minute STBC.21.24a)**
Work to recommence in July 2022 following the return of a staff member to the EQPO team from secondment.
- Student transfers and complaints processes (Undergraduate admissions: Strategic Review of Admissions and Outreach, and the Admissions Assessment Audit - 17 February 2022, minute STBC.21.34b)**
On hold awaiting the return of the Head of OSCCA from maternity leave (at the end of the academic year 2021-22).
- Remote Study Guidance (17 February 2022, minute STBC.21.66)**

Publication of guidelines on hold to note the scale of the problem in the academic year 2022-23 and revisit the matter if needed.

STBC.21.55 Student Future’s Manifesto

The Chair reported that OEAC was organising a visit to Cambridge by Mary Curnock Cook (Chair of the Student Futures Commission), to discuss the UPP’s proposed Student Future’s Manifesto.

The Committee agreed that Richard Partington (JN) would attend the Student Future’s Manifesto presentation, and that Max Beber (SID) would be asked to attend.

STBC.21.56 Future meetings 2021-22

Meetings (shown in ordinary type), to take place on Wednesdays at 2 pm via Zoom or, whenever possible, in the Parker Room at Corpus Christi (the dates of meetings of the Senior Tutors’ Committee being shown in addition in italic type):

	<i>27 May 2022</i>
8 June 2022	<i>15 July 2022</i>

2022-04-27 STCBC minutes

Malcolm Millbrook
29 April 2022

Business Committee of the Senior Tutors' Committee

MINUTES of the meeting held at 2 pm on Wednesday 8th June 2022 In the Parker Room, Corpus Christi College

Present: Marina Frasca-Spada (CC; Chair), Judith Bunbury (ED), Paul Chirico (F), Robert Henderson (EM), Sam Lucy (N), Stuart Martin (M), Richard Partington (JN), and Mike Sewell (SE). With Alice Benton (University), Diane Brooker (OIS), Matthew Russell (OIS), and Malcolm Millbrook (OIS, minutes).

There were no apologies or declared conflicts of interest.

STBC.21.57 Minutes

The minutes of the meeting held on 27 April 2022 were approved.

STBC.21.58 Matters arising not elsewhere on the agenda

a) Undergraduate admissions: Strategic Review of Admissions and Outreach and the Admissions Assessment Audit (27 April 2022, minute STBC.21.44.a)

i. Admissions Outreach Framework reform

Sam Lucy (N) and Mike Sewell (SE) had not yet met to discuss outreach reform.

ii. Admissions governance

The Chair informed the Committee that developments on the reform of admissions governance were slowly proceeding, they were not yet at a stage to report on.

iii. Future undergraduate admissions interview formats

The Chair reported that discussions needed to begin on what format interviews should take for the 2023-24 undergraduate admissions round onwards. It was expected that, due to the entrenched views of many relevant parties, it would be unlikely for all Colleges to adopt one interview format in the near future. Members discussed how to pitch this inconsistent approach to applicants, whilst encouraging Colleges to gravitate to one position over time.

Sam Lucy reported that discussions had begun on the possibility of gathering data from potential applicants, on what they felt were advantages and disadvantages of online and in-person interviews, to inform College decisions. There was some discussion about the desirability of a survey, and it was agreed that, if that was the route to be taken, great caution would be needed on how to phrase the questions and on how to read the responses. There was some data already available on this matter, which suggested splits in opinion. It would be interesting to check how the split correlated with school type, gender, under-representation. The Admissions Forum would have an initial discussion about the matter, for any decision to be approved by the Senior Tutors' Committee.

iv. Admissions Assessments

Sam Lucy reported that CUPA had proposed earlier test and registration dates for its assessments. This was not welcome news, but, given the University's admissions round

timetable, it was still possible to cope with it. CUPA had also announced a proposal that applicants in big cities would be required to take tests in centres rather than at their schools. Applicants would also be charged an additional fee of £65-70 to attend a centre. This was unfortunate since it would contradict the published undergraduate prospectus. It was understood that the University had advised CUPA to reconsider. Members agreed that the proposal was not satisfactory, particularly as it was made without reference to the Admissions Assessments Steering Group and after the University and Colleges had reached a financial settlement for CUPA. **Richard Partington (JN) agreed to inform the Chief Executive of CUPA that the recent proposal was not viable.**

PRINCIPAL BUSINESS

STBC.21.59 Student wellbeing governance proposal

The Committee received a paper from the University's Student Support, Access and Wellbeing team, as an outcome of the Strategic Review of Mental Health, detailing a proposal for reformed governance of student wellbeing:

Paper 1 Governance Proposal April 2022

The paper was commended by the UCS Executive Committee on 30 May 2022 and was supported by the Student Finance and Welfare Committee. The Committee recommended that a bursarial representative sit on the operational committee, and an additional Senior Tutor sit on the strategic committee. **The Committee recommended that, with these additions, the Senior Tutors' Committee approve the reformed welfare governance proposal.**

STBC.21.60 Academic and Welfare Reviews

The Committee was reminded of the Academic and Welfare Reviews which had been conducted by Colleges:

Paper 2 Academic and Welfare Review questionnaire

Judith Bunbury (ED), having recently liaised with Malcolm Millbrook (OIS) and Gemma Long (EQPO), proposed reinstating the reviews but with more emphasis on peer support: the review questionnaire would keep similar headings but otherwise be simplified, multiple Senior Tutors would complete the questionnaire and meet together at OIS to informally discuss their concerns, any recommended good practice would be passed on to the Committee to discuss. In order still to satisfy regulatory requirements, brief notes of such sessions would have to be made but would not need to be disseminated. EQPO would be able to supply data from Tableau, such as on part-time student numbers or attainment rates, to inform discussions.

The Committee welcomed the proposal, and requested Judith Bunbury to create a formal paper to discuss at its next meeting.

STBC.21.61 Minimum standard PG funding package

Following the recent consultation on two funding policies from the Postgraduate Funding Project, the Committee received a proposal to create a standard PG funding package:

Paper 3 Minimum standard for 'fully funded' postgraduate studentships

The Committee recommended that the Senior Tutors' Committee express support for the proposal.

STBC.21.62 Funding for Recital Tuition within the Music Tripos

The Committee received a paper created by Sam Barrett, Director of Undergraduate Studies at the Faculty of Music, proposing a raise in rates of pay for recital tuition:

Paper 4 Senior Tutor Consultation on Recital Fees

The Senior Tutors' Education Committee supported the proposal, and recommended that it be referred to the Committee for consideration. **The Committee agreed that any pay increase should be set against the national pay increase, not inflation, and that a more detailed case was needed which showed how much professional musicians charged on average compared to the rates of pay for recital tuition. The question of whether Colleges pay for such lessons may need to be reviewed.**

STBC.21.63 Undergraduate Admissions Complaints procedure

The Committee received a paper detailing the latest developments in creating a new procedure for administering complaints regarding undergraduate admissions:

Paper 5 Undergraduate admissions appeals and complaints

Matthew Russell (OIS) reported that the paper was the result of a working group established by the Senior Tutors' Committee, to make it clearer to Colleges and applicants that all decisions regarding an application resided with the College that was applied to. The paper provided a policy template for Colleges to adopt, which would move away from the current unusual arrangements highlighted by a recent judicial review.

Members recommended that the paper's language be made clearer whilst ensuring it still met regulatory demands, certain sections be reordered better to manage applicants' expectations, and a flow chart be created to summarise the proposed process. **Matthew Russell would feed back the Committee's views and suggestions to the working group.**

STBC.21.64 Payment rates for interviewers

The Committee discussed a recommendation from the Working Party on the Review of the Round Committee, recommended for approval by the Admissions Forum, for best practice on interviewer payment rates:

Paper 6 Payment rates for interviewers

Matthew Russell reminded the Committee of the Competition Act 1998, which prohibited Colleges from forming a cartel and agreeing common payment rates for such work as for interviews and supervisions. Data couldn't be gathered proactively on upcoming rates, but retrospective data on previous interviewer payment rates could be obtained and shared between Colleges as long as that data was not used to set a singular future rate. **The Committee therefore rejected the proposal. Sam Lucy would discuss with Malcolm Millbrook how to gather information on interviewer payment rates annually from Colleges.**

STBC.21.65 Pilot Widening Participation Language Study Bursary Scheme

The Committee received a paper from the University's Language Centre, proposing a pilot Widening Participation bursary scheme for 2022-23:

Mike Sewell informed the Committee that the Student Finance and Welfare Committee had raised several concerns with the proposal, such as the exclusion of part-time students, and the paper presented had not taken those concerns into account. **The Committee agreed that the Language Centre Management Committee should be asked to address the concerns raised by the Student Finance and Welfare Committee regarding its proposal, and questioned whether the Language Centre could not administer the bursaries directly.**

STANDING ITEMS OF BUSINESS

STBC.21.66 Matters arising from meetings of Senior Tutors

Meeting	Date	Paper number
Senior Tutors' Committee	27 May 2022	8

The Committee noted that a small “task and finish group”, comprising mainly of Bursars and Senior Tutors but engaging with others (e.g. Education Services, CSU representatives) where appropriate, would take forward the matter of what, if anything, could be done to address the concerns expressed by representatives of the #justiceforsupervisors campaign. **The Committee recommended that the task and finish group include Senior Tutors Judith Bunbury, Paul Chirico (F), and Robert Mayhew (PEM); bursarial representation from Keith Carne (K), Lesley Thompson (LC), and John Dix (DAR); Heads of House representation from Pippa Rogerson (CAI); and for the task and finish group to engage with the CSU and the University’s HR Division when needed.**

STBC.21.67 Membership of Committees

The Committee received a report of Senior Tutor representations:

Paper 9 List of Senior Tutor intercollegiate and University commitments

The Committee proposed the following personnel to fill current vacancies:

<i>on ...</i>	<i>recommendation ...</i>
Careers Service Committee	Tori McKee (HH)
Education Portfolio Board	Rita Monson (CHU)
Information Services Committee	Guy Williams (DOW)
Undergraduate Admissions Committee	Andrew Thompson (Q)
The Stormzy Scholarships Selection Panel (x2 vacancies)	Stuart Martin (M), Kamran Yunus (DOW)

[*Post meeting note:* Rita Monson had been proposed to join the Information Services Committee, but this vacancy had already been filled by Guy Williams]

OTHER BUSINESS

STBC.21.68 Matters to be carried forward for future meetings:

- a) **Student transfers and complaints processes (Undergraduate admissions: Strategic Review of Admissions and Outreach, and the Admissions Assessment Audit - 17 February 2022, minute STBC.21.34b)**

On hold awaiting the return of the Head of OSCCA from maternity leave (at the end of the academic year 2021-22).

- b) **Remote Study Guidance (17 February 2022, minute STBC.21.66)**

Publication of guidelines on hold to note the scale of the problem in the academic year 2022-23 and revisit the matter if needed.

STBC.21.69 Future meetings 2021-22

Meetings (shown in ordinary type), to take place on Wednesdays at 2 pm in the Parker Room at Corpus Christi (the dates of meetings of the Senior Tutors' Committee being shown in addition in italic type):

15 July 2022

2022-06-08 STCBC minutes

Malcolm Millbrook
9 June 2022