

## **Business Committee of the Senior Tutors' Committee**

### **MINUTES of the meeting held at 2 pm on Monday 24 October 2022 In the Parker Room, Corpus Christi College**

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

Apologies: Alice Benton (University), Diane Brooker (OIS), Robert Henderson (EM), and Matthew Russell (OIS).

There were no declared conflicts of interest.

#### **STBC.22.01 Minutes**

The minutes of the meeting held on 8 June 2022 were approved as a true record.

#### **STBC.22.02 Terms of reference**

The terms of reference of the Committee were circulated for reference and information:

Paper 1 Senior Tutors' Business Committee: terms of reference

**Malcolm Millbrook (OIS) agreed to correct the Terms of Reference, by removing reference to specific members.**

#### **STBC.22.03 Matters arising not elsewhere on the agenda**

##### **a) Undergraduate admissions**

##### **i. Admissions Governance**

The Chair reported that work was ongoing to create a proposal for a 0.8 FTE 'Director of Undergraduate Admissions' role. A paper setting out governance and management reform for undergraduate admissions would be discussed at an upcoming Colleges' Committee meeting, prior to the proposal being formally considered for approval by Admissions Tutors and Senior Tutors.

##### **ii. Future undergraduate interview formats**

The Director of Undergraduate Admissions for the Colleges Dr Sam Lucy (N) reported that two surveys, gathering views from potential applicants and teachers on interview formats, would soon close. A report analysing the results would be circulated. From current responses it seemed clear that there was strong support to return to in-person interviews.

### **PRINCIPAL BUSINESS**

#### **STBC.22.04 Differential undergraduate offers**

The Committee received a paper from Alexa Horner, Senior Researcher at the Cambridge Admissions Office, on research exploring possible justifications for differential offers and the resulting discussion by the Admissions Research Steering Group:

Paper 2 Differential offers executive summary

Sam Lucy reported that the paper had been considered by the Admissions Forum, alongside research the Cambridge Admissions Office had conducted into offer levels at similar institutions. One recommendation from the Admissions Forum, for approval by the Senior Tutors' Committee, was to raise the offer level for the PBS Tripos to A\*A\*A, and that applicants without either Mathematics or Biology at A Level should be able to demonstrate clear strength in the Sciences. There was otherwise no interest by the Admissions Forum in raising Cambridge's typical offers across a range of subjects. Members agreed with the Admissions Forum's decision to display more prominently descriptions of typical profiles on the Undergraduate Admissions website.

**The Committee agreed for Sam Lucy to prepare a pack of papers for the Senior Tutors' Committee, regarding guidance on suitable cover ratios for the current admissions round; data on the likelihood of applicants making their offers with particular A Level predictions; and a paper breaking down the use of the Winter Pool.**

**STBC.22.05 Undergraduate Supervision System**

Judith Bunbury (ED) provided an update to the Committee on work conducted by the Undergraduate Supervision System Task and Finish Group: the Group had produced a public document detailing the undergraduate supervision system, a webpage aimed at the general public displaying a series of frequently asked questions and answers; a levy proposal to fund an initial payment to new supervisors; and an updated document providing guidance to new supervisors. The Senior Tutors' Education Committee had been tasked to review supervision norms and CCTL supervisor training, and to potentially review UTO teaching loads in partnership with the University.

The Committee thanked Judith Bunbury for the Group's work, it agreed with the need to reassess supervision norms and how they were being followed by Colleges.

**STBC.22.06 Senior Tutor Peer Support proposal**

The Committee received a revised paper from Judith Bunbury and Malcolm Millbrook, reforming the College Academic and Welfare Reviews:

Paper 3 Senior Tutor Peer Support

Judith Bunbury informed the Committee that Colleges were required to prove that they moderated their academic provision in order to satisfy the Office for Students. The previous form had been shortened considerably, and aimed to gather areas of concern or innovation. Any substantive business from a peer support meeting would be reported back to the Committee, to decide if any matters needed to be referred on or acted upon.

Members provided feedback on the updated form, which would be considered alongside comments received from the three Senior Tutors piloting the new process. **The Committee recommended that the Senior Tutors' Committee approve the Senior Tutor Peer Support proposal.**

**STBC.22.07 Mentors for new Senior Tutors**

The Committee nominated the following Mentors for Senior Tutors new to their positions:

<i>New Senior Tutor</i>	<i>Mentor</i>
Paul Dominiak (JE)	Marina Frasca-Spada (CC)
Myfanwy Hill (K)	Robert Mayhew (PEM)

Sheila Watts (N)	Jacqueline Tasioulas (CL)
Toni Williams (G)	Richard Partington (JN)
James Wood (TH)	Marina Frasca-Spada (CC)
TBD (CHR)	Mike Sewell (SE)

**STBC.22.08     Re-organisation of the University Accommodation Syndicate**

The Committee received terms of reference for the proposed University Housing Sub-Committee and University Housing Commissioning Board, replacing the University Accommodation Syndicate, with a covering note from STC representative Stephen Hampton (PET):

Paper 4     University Accommodation Syndicate re-organisation

The Committee noted the proposals, and raised no concerns.

**STBC.22.09     Altering language used in CamCORS**

The Committee discussed whether particular language used in the next version of CamCORS should be altered, to provide clarity to undergraduates. The suggested alterations were:

- Changing ‘Supervision Report’ to ‘Supervisor Feedback’.
- Adding the category of ‘Excellent’ to the choices available to report on a student’s Industry and Progress (both currently ‘Not specified’; ‘Good’; ‘Satisfactory’; and ‘Unsatisfactory’).

Members discussed various methods to improve the language used in the next version of CamCORS. **Malcolm Millbrook would feed back the discussion to the CamCORS User Group, for further deliberation.**

**STBC.22.10     Postgraduate admissions draft policy: admitting under 18 students**

The Committee discussed a proposal approved by the Postgraduate Admissions Committee on 15 September 2022, which formalised the procedure for admitting postgraduate students who would be under 18 at entry:

Paper 5     Admitting postgraduates who are under 18

The Committee was unsatisfied with the policy but accepted it as a formalisation of the current process carried out by the Postgraduate Admissions Office. Paul Chirico (F), as Chair of the Colleges’ Transfer Panel, was concerned that University departments did not consider the ramifications of making offers to under 18 applicants. **The Committee recommended that the proposal be approved by the Senior Tutors’ Committee.**

**STANDING ITEMS OF BUSINESS**

**STBC.22.11     Matters arising from Standing Committees**

**a)     Senior Tutors’ Committee**

The unreserved minutes of the most recent meeting were recirculated for information:

Paper 6     Unreserved minutes of the meeting on 15 July 2022

**b)     Admissions Forum**

The Director of Admissions reported that the Admissions Forum had voted to adopt the proposal that Admissions Forum attendance be limited to one representative per College.

c) **Postgraduate Tutors' Committee**

No matters were raised by the Chair of the Postgraduate Tutors' Committee.

d) **Senior Tutors' Education Committee**

No matters were raised by the Chair of the Senior Tutors' Education Committee.

**STBC.22.12 Membership of Committees**

The Committee received a report of Senior Tutor representations:

Paper 7 List of Senior Tutor intercollegiate and University commitments

**Malcolm Millbrook agreed to update the report.**

The Committee approved the following appointments:

<i>on ...</i>	<i>Appointment of ...</i>	<i>replacing ...</i>
Review of the University's approach to Examination and Assessment Adjustments, Allowances and Mitigation Expert Advisory Group	Robert Hunt (CHR) Vicky Argent (G, Tutorial Administrator)	<i>new*</i>
Joint Wellbeing Committee	Robert Mayhew	<i>new*</i>
Joint Wellbeing Committee	Richard Partington	<i>new*</i>
Joint Wellbeing Committee	Susan Larsen (ex officio)	<i>new*</i>
Joint Wellbeing Committee's Operational Sub-Committee	Susan Larsen (Co-Chair)	<i>new*</i>
Joint Wellbeing Committee's Operational Sub-Committee	Holly Hedgeland (CLH)	<i>new*</i>
Joint Wellbeing Committee's Operational Sub-Committee	Judith Bunbury (ED)	<i>new*</i>
Senior Tutors' Education Committee	Holly Canuto (CTH)	Liba Taub (N)

The Committee received information on a new expert advisory group and two new wellbeing governance committees, as indicated above (\*):

Paper 8 Review of EAAAM Expert Advisory Group  
Paper 9 JWC and JWC Operational Sub-Committee ToR

**OTHER BUSINESS**

**STBC.22.13 Attendance by the Chair of the Senior Tutors' Education Committee**

The Chair proposed to members that Jacqueline Tasioulas (CL) be invited as an attendee to future meetings, in her role as Chair of Senior Tutors' Education Committee. **The Committee approved this proposal.**

**STBC.22.14 Future meetings 2022-23**

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

21 November 2022      *4 November 2022*  
*2 December 2022*  
6 February 2023      *17 February 2023*

6 March 2023

*17 March 2023*

15 May 2023 **10 am**

*26 May 2023*

12 June 2023

*21 July 2023*

10 July 2023

2022-10-24 STBC minutes

Malcolm Millbrook  
24 October 2022

## Business Committee of the Senior Tutors' Committee

### MINUTES for the meeting held at 2 pm on Monday 21 November 2022 In the Parker Room, Corpus Christi College

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

Apologies: Robert Henderson (EM).

#### **STBC.22.15**     **Declaration of interests**

It was noted that the Chair, Judith Bunbury (ED), and Stuart Martin (M), were officers of the Senior Tutors' Committee. This conflict of interest was taken into account by the Committee during discussions under Item 16 (Election of Officers). Sam Lucy (N), the current Director of Admissions, left the meeting immediately before Item 24 (Director of Admissions role).

#### **STBC.22.16**     **Minutes**

The minutes of the meeting held on 24 October 2022 were approved as a true record.

#### **STBC.22.17**     **Matters arising not elsewhere on the agenda**

##### **a)     Undergraduate admissions (minute STBC.22.03, 24 October 2022)**

###### **i.     Admissions Governance**

The Chair provided an update on developments since the last meeting. The Heads of House had recently discussed two currently proposed models for admissions governance; neither model was clearly favoured. A recent meeting of the Admissions Forum reinforced concerns as to the functionality of the current governance, as a debate regarding entry requirements had taken place which appeared at odds with the Senior Tutors' Committee's decisions in that area. It was also clarified that this did not encompass the Senior Tutors' Committees' agreed policy of permitting Colleges to specify that they make offers across a range, rather than at a specified level, so long as their position was clearly and transparently stated. **Richard Partington (JN) agreed to write a short paper clarifying the decisions made at a previous Senior Tutors' Committee meeting, specifying the use of entry requirements.**

###### **ii.    Future undergraduate interview formats**

Sam Lucy updated members on discussions concerning the format interviews would take for the 2023-24 undergraduate admissions round. The majority of potential applicants and teachers responding to a recent survey showed a preference for in-person interviews, despite concerns regarding financial and environmental costs.

In the discussion that followed it was noted that:

- a) A decision on interview formats needed to be made by the end of Lent Term 2023, therefore lessons learnt from the current admission round could be taken into account in internal discussions.

- b) It would be challenging not to use in-person interviews following the results of the public survey, but the views of colleagues knowledgeable in the required outcomes of interviews had to take precedence. The survey results could be used to identify what areas of concerns needed to be addressed regarding the perception of online interviews.
- c) If a cohesive position on interview formats could not be found, then one based on a subject by subject, or College by College, basis was preferable. However, based on known views from stakeholders, these splits in formats would be difficult to agree.

**Sam Lucy and a group of volunteers would write an options paper, setting out the benefits and costs of using in-person or online interviews, as a basis for further internal discussions.**

**b) Undergraduate Supervision System (minute STBC.22.05, 24 October 2022)**

Matthew Russell (OIS) updated the Committee on recent requests, from supervisors on student visas, for the methodology on testing piecework rates and written notice of rates of pay:

Paper 1      Sample E-mail from student supervisors

Guidance on responding to the request had recently been sent to Senior Tutors and Bursars, no queries had yet been raised.

**c) Senior Tutor Peer Support (minute STBC.22.06, 24 October 2022)**

Judith Bunbury updated the Committee on the pilot for the Senior Tutor Peer Support procedure. Robert Mayhew (PEM), Robert Henderson (EM), and Toni Williams (G) had met after completing the draft preliminary form. They had found the meeting productive, and provided valuable feedback for improving the form and process. Judith Bunbury thanked Gemma Long (EQPO) and Malcolm Millbrook (OIS) for their assistance in the pilot. **Judith Bunbury and Malcolm Millbrook would present an improved online form to the Committee at its next meeting.**

The Senior Tutors piloting the scheme had suggested that groups of Senior Tutors could meet once a year for two hours, rather than every three years for one hour, focusing discussion on more specific areas. The Committee agreed to keep to the original schedule, for review after one year. It was noted that the form would need regular review as new statutory regulations were created.

**PRINCIPAL BUSINESS**

**STBC.22.18      Raising typical offer levels for undergraduate admissions**

As part of responding to the discontinuation of pre-admissions assessments from the 2024-25 undergraduate admissions round onwards, and as partial mitigation of its effects, the Committee discussed whether to raise typical A-Level offers for heavily subscribed subjects.

In the discussion that followed it was noted that:

- a) The Senior Tutors' Committee had recently agreed not to raise typical offers, except in PBS. Any increase in offer levels could be made only for 2025 entry onwards.
- b) Data needed to be examined as to the impact on WP applications when typical offer levels had been raised in the past. It was believed that WP applications had actually increased when offer levels had been previously raised.

- c) Raising typical offers to the level that the vast majority of successful applicants met would help potential applicants see whether their applications were realistic and competitive. Standard offer profiles had been published to provide that level of transparency.

**Richard Partington agreed to request that the Admissions Research Steering Group produce, as a priority, a paper on the impact on applicant and WP numbers following the raising of typical offer levels. This would inform further discussions on mitigating non-competitive applications in heavily-subscribed subjects, and to make the undergraduate admissions process more transparent.**

#### **STBC.22.19     Election of Officers**

The Committee considered what process should be used to select the officers of the Senior Tutors' Committee, in preparation for the terms of the current Chair and Associate Secretaries coming to an end in September 2023. Malcolm Millbrook produced a paper on the background of the previous process used, and the processes used by the Colleges' Committee and Bursars' Committee:

Paper 2     Process for selecting STC officer

The Committee considered the appetite of the current officers to renew their terms, to provide a position of stability during the current environment of uncertainty. Reappointing the Chair would require the Senior Tutors' Committee to act outside its own constitution, as she was approaching the end of her seventh year as a member of the Secretariat (4 years as Associate Secretary and 3 years as Secretary, then Chair).

**The Committee recommended that the election process of the Bursars' Committee, convening an Appointments Committee to put forward two nominees to be voted on by members, be adopted for electing officers of the Senior Tutors' Committee.**

**The Committee recommended that the current Associate Secretaries be reappointed for a further three years, and that the Senior Tutors' Committee agree to act outside its own constitution so as to reappoint the current Chair (and Secretary *ex officio*) for a further year.**

**Malcolm Millbrook and Matthew Russell would prepare a paper for the next Senior Tutors' Committee, outlining the Committee's recommendations for approval.**

**Richard Partington agreed to chair the Senior Tutors' Committee when it considered the matter, during which the Chair and Associate Secretaries would recuse themselves.**

#### **STBC.22.20     Cambridge SU Intermission Report**

The Committee received a report published by the Cambridge SU, on findings and recommendations drawn from a student survey it conducted regarding the intermission process:

Paper 3     Intermission Report

Alice Benton (University) noted that the authors of the report were engaging with the Head of Wellbeing on what support the University's mental health services could provide for students intermitting. **Judith Bunbury agreed to meet the authors with the Chair of the Fees and Student Finance Sub-Committee, to discuss other concerns raised in the report.**

#### **STBC.22.21     College Transfers: Report 2021-22**

The Committee received a summary of College transfers for the year 2021-22:

Paper 4     College Transfers Annual Report 2021-22



Malcolm Millbrook (OIS) noted that the administration of the College transfer process was now being undertaken by the Office of Intercollegiate Services, using improved application forms.

## STANDING ITEMS OF BUSINESS

### STBC.22.22 Matters arising from Standing Committees

#### a) Senior Tutors' Committee

The unreserved minutes of the most recent meeting were recirculated for information:

Paper 5 Senior Tutors' Committee: Unreserved minutes 4 November 2022

#### b) Admissions Forum

There were no matters to discuss from the Admissions Forum meeting, held on 11 November 2022, not raised elsewhere on the agenda.

#### c) Postgraduate Tutors' Committee

No matters had been raised by the Chair of the Postgraduate Tutors' Committee.

#### d) Senior Tutors' Education Committee

No matters had been raised by the Chair of the Senior Tutors' Education Committee, following its meeting held on 21 October 2022:

Paper 6 Senior Tutors' Education Committee: Minutes 21 October 2022

### STBC.22.23 Membership of Committees

The Committee received a report of Senior Tutor representations:

Paper 7 List of Senior Tutor intercollegiate and University commitments

The Committee approved the following appointments:

<i>On ...</i>	<i>Appointment of ...</i>	<i>Replacing ...</i>
Chair of the CamCORS Project Board	Judith Bunbury (ED)	Robert Hunt (CHR), - immediately
Examination and Assessment Committee (of the General Board)	Agreed no replacement required.	Robert Hunt (CHR), - from Michaelmas Term 2023
Disabled Students Bursary Fund (Guardian)	Paul Dominiak (JE)	Michele Gemelos (MUR), - from Easter Term 2023
Hardship Committee	Stuart Martin (M)	Robert Hunt (CHR), - from Lent Term 2023
International Engagement Working Group	Stuart Martin (M)	<i>new</i>
Mental Health BME Task and Finish Group	Toni Williams (G)	Max Beber (SID)
Mental Health Funding Task and Finish Group	Max Beber (SID)	Robert Hunt (CHR)
Mental Health Postgraduate Advisory Task and Finish Group	Myfanwy Hill (K)	Mike Sewell (SE)
Precautionary Action Task and Finish Group	Toni Williams (G)	<i>new</i>
Senior Tutors' Education Committee	Robert Mayhew (PEM)	Michele Gemelos (MUR), - from Easter Term 2023

Teaching Excellence Framework (TEF) Steering Group	Paul Chirico (F)	Marina Frasca-Spada (CC)
Undergraduate admissions appeals	Agreed all Senior Tutors and Admissions Tutors, including those recently retired, should form pool.	

The Committee considered the following vacancies:

<i>On ...</i>	<i>Replacing ...</i>	<i>Potential nominee ...</i>
GBEC Academic Standards and Enhancement Committee	Michele Gemelos (MUR), - from Easter Term 2023	Rita Monson (CHU)
Technology-Enabled Learning, Teaching and Assessment Working Group (TELTA)	Robert Hunt (CHR), - from Lent Term 2023.	Lisa Jardine-Wright (CHU), or Michael Sutherland (CC)

## OTHER BUSINESS

### STBC.22.24 Director of Admissions role

Members discussed the Director of Admissions role, due to the postholder's term finishing at the end of the current calendar year. The ongoing reform of admissions governance, and the need for stability during the withdrawal of admissions assessments, were considered.

**The Committee agreed on actions to be taken<sup>1</sup> before the Director of Admissions' term elapsed.**

### STBC.22.25 Matters to be carried forward for future meetings

- a) **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.22.26 Future meetings 2022-23

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

	<i>2 December 2022</i>
6 February 2023	<i>17 February 2023</i>
6 March 2023	<i>17 March 2023</i>
15 May 2023 <b>10 am</b>	<i>26 May 2023</i>
12 June 2023	<i>21 July 2022</i>
10 July 2023	

2022-11-21 STBC minutes

Malcolm Millbrook  
22 November 2022

<sup>1</sup> A separate confidential note of these actions is held by OIS, accessible to unconflicted members of the Committee who were present at the meeting.

## Business Committee of the Senior Tutors' Committee

### MINUTES of the meeting held at 11 am on Wednesday 8 February 2023 In Meeting Room I4, Staircase I, Corpus Christi College

Present: Marina Frasca-Spada (CC; Chair), Alice Benton (University, EQPO), Paul Chirico (F), Robert Henderson (EM), Richard Partington (JN), Matthew Russell (OIS), Mike Sewell (SE), and Andrew Spencer (CAI). With Diane Brooker (OIS), and Malcolm Millbrook (OIS, Executive Secretary).

Apologies: Judith Bunbury (ED), Sam Lucy (N), and Stuart Martin (M),

In attendance: Chad Allen and Daniela Cossio-Martinez (Mental Health Change Programme) for minute STBC.22.29.

There were no declared conflicts of interest.

#### STBC.22.27 Minutes

The minutes of the meeting held on 21 November 2022 were approved as a true record.

#### STBC.22.28 Matters arising not elsewhere on the agenda

##### a) Undergraduate admissions (minute STBC.22.17, 21 November 2022)

###### i. Admissions Governance

The Executive Secretary informed members that the Bursars' Committee had recently approved an increase in the funding level of the intercollegiate levy associated with the role of Director of Admissions, to enable recruitment of a new incumbent into the expanded role from September 2023:

Paper 1 Changes to the role of Director of Admissions for the Colleges

The Committee supported the proposal, particularly in the flexibility of the precise full-time equivalence of the role. Should the role be undertaken on a part-time basis, the remaining funds might be used to provide appropriate administrative support. The Committee agreed that an essential criterion of the person specification was having experience in undergraduate admissions, not just an understanding, to ensure the postholder had the confidence of Admissions Tutors.

**The Committee recommended that the Senior Tutors' Committee approve the proposal and suppress the current 0.4 FTE role, with a minor amendment to the person specification.**

###### ii. Future undergraduate interview formats

On behalf of Sam Lucy (N) and Stuart Martin (M), the Executive Secretary provided an update on discussions concerning the format interviews will take for the 2023-24 undergraduate admissions round. It was apparent that no consensus would be found soon, either across Colleges or subjects, as to what format interviews should take.

The Committee deplored the current situation but accepted that it could not be resolved under the current admissions governance structure. **The Committee recommended that the Senior**

**Tutors' Committee should be informed of the current situation on interview formats and discuss an appropriate communications strategy.**

## **PRINCIPAL BUSINESS**

### **STBC.22.29     Data Task and Finish Group update**

*Chad Allen and Daniela Cossio-Martinez for the Mental Health Change Programme attended for this item.*

The Committee received an update from the Mental Health Change Programme's Data Task and Finish Group, chaired by Richard Partington (JN). The Group recently agreed on a specification for a proposed new case management software system, and an engagement plan to receive feedback from stakeholders:

Paper 2     Case Management System: Revised Specification and Implementation Timeline (January 2023)

The Committee was asked to comment on the dimensions of the specification, to identify any aspects that needed additional thought. Mike Sewell (SE), as Chair of the Training Task and Finish Group, recommended that the CMS include the ability to track whether staff had completed required suicide prevention awareness training.

The Committee thanked the attendees and Richard Partington for their ongoing work, and agreed that a similar presentation should be made at the next Senior Tutors' Committee meeting. It was agreed that a presentation to the Committee on the Training Task and Finish Group's work would also be useful.

### **STBC.22.30     Progress of 2024-25 Undergraduate Admissions Working Group**

Richard Partington and the Executive Secretary provided an update on work conducted by an intercollegiate group, established to consider responses to the withdrawal of CUPA-led assessments from the 2024-25 admissions round.

The Working Group was not progressing as quickly as it had hoped, but it was reaching the end of its information gathering stage and in the process of creating detailed recommendations. This would likely be to create four digital multiple-choice question admissions assessments, perhaps collapsed into two assessments only, delivered by Pearson VUE along a similar model as for the LNAT and UCAT. The Working Group would be meeting with members of CUPA to discuss the use of its staff and current question sets for the new assessments. It was hoped this would enable assessments to be sat multiple times, and be attractive to other universities.

The Working Group had received a presentation from the Director of Undergraduate Admissions at the University of Oxford, which showed that the two institutes were diverging on their approaches to assessments: Oxford was creating primarily paper-based assessments for multiple subjects, which appeared difficult to deliver.

The Executive Secretary had made initial contact with representatives from Pearson VUE and the UCAT Consortium: there was now a degree of confidence in utilising Pearson VUE's test centres, and there was an opportunity to create a version of UCAT that was more appropriate for Medicine admissions at Cambridge.

It was hoped that the new assessments would be delivered for the 2024-25 admissions round, but there was some uncertainty due to the expected financial cost and setup time of the project. Relevant Subject Convenors had been asked to consider seriously contingency planning for the scenario where the 2024-

25 admissions round was without assessments, but responses so far from Directors of Studies were lacklustre.

The Committee discussed various proposals to limit the impact of the current admissions assessments being withdrawn without any replacement. One proposal was to not interview every viable candidate but only interview a certain number in proportion to the number of places available. Another proposal was to raise the typical offer levels for the relevant subjects. There was available evidence which showed that previously raising offer levels had no noticeable impact on the application or admission rate of Widening Participation candidates.

**The Committee agreed that the Senior Tutors' Committee should be presented with evidence showing how increasing typical offer levels affected Widening Participation applicants, to discuss whether a formal proposal should be produced to raise offer levels.**

#### **STBC.22.31     Directors of Studies Committees**

The Committee discussed the effectiveness of Directors of Studies Committees, following recent difficulties in raising intercollegiate matters with Directors of Studies.

It appeared that the remit, structure, and aims of the Directors of Studies Committees varied greatly between Departments and were unclear to Colleges. It was also unclear whether the DoS Committees were owned by the Colleges to liaise with the relevant University institutes, or vice versa. It was suggested that the name of the DoS Committees should be changed to show their primary purpose as a liaison group between the University and Colleges.

The Senior Tutors' Education Committee had in the past created a document providing guidance for DoS Committees, and had regularly received minutes from DoS Committee meetings, but the guidance and process had lapsed in recent years.

**The Committee recommended that the Senior Tutors' Education Committee revise and circulate its guidance document as to the purpose and remit of Directors of Studies Committees.**

#### **STBC.22.32     Guidance for Supervisors document amendment**

The Executive Secretary informed the Committee of a recent matter concerning an undergraduate supervisor being considered for gross misconduct, and whether the College could or should inform other Colleges and the relevant University institute. The guidance document for supervisors currently contained no policy on such a situation.

There was a legitimate interest for other Colleges and the relevant University department being informed that a supervisor was no longer employed as a result of a College's disciplinary procedures. This therefore allowed such information to be shared under the conditions of the General Data Protection Regulation.

**The Committee agreed that the Office of Intercollegiate Services should produce draft guidance on how to inform relevant institutes of a supervisor being removed from teaching due to their College's disciplinary procedures.**

#### **STBC.22.33     University and College Union actions**

The Committee discussed the impact UCU strike action had on College members. There were no strong concerns, apart from needing to support students in making financial claims and complaints to the University due to the industrial action. The issue would need revisiting if the proposed marking and assessment boycott occurred.

## STANDING ITEMS OF BUSINESS

### STBC.22.34 Matters arising from Standing Committees

#### a) Senior Tutors' Committee

The minutes of the most recent meeting were recirculated for information:

Paper 3 Senior Tutors' Committee: Minutes 2 December 2022

#### b) Admissions Forum

On behalf of the Director of Admissions, the Executive Secretary reported on relevant matters discussed at the Admissions Forum meeting held on 27 January 2023, not raised elsewhere on the agenda:

##### i. **Reforming the Organ Awards Scheme**

The Committee considered how to approach the Admissions Forum's recommendation of Model 4 from their discussion of reforming the Organ Scholarships:

Paper 4 The Intercollegiate Organ Awards Scheme: Alternative Models

The Committee discussed the various reasons for reforming the Organ Scholarships or keeping the status quo, noting the small number of applicants involved in the scheme and the lack of consensus between the Colleges involved.

**The Committee recommended that the Senior Tutors' Committee consider whether reform of the Organ Awards Scheme needed to be unanimous, and if not to implement Model 4 as recommended by the Admissions Forum.**

#### c) Postgraduate Tutors' Committee

The Committee received minutes of the Postgraduate Tutors' Committee meeting on 24 January 2023:

Paper 5 PTC 19 January 2023 minutes

The Chair would draw attention to the following matters at the next meeting of the Senior Tutors' Committee:

##### i. **Full-time Postgraduate Research student work (minute 23.06.4)**

The Postgraduate Tutors' Committee supported proposed changes to arrangements for full-time postgraduate research students to undertake work alongside study. This recommendation will be considered by the General Board's Education Committee on 8 February 2023.

##### ii. **Matters relating to recruitment and admissions (minute 23.06.5)**

The Postgraduate Tutors' Committee approved changes to the College Allocator for the 2023/24 admissions round.

#### d) Senior Tutors' Education Committee

Andrew Spencer (CAI) was not present at its meeting on 3 February 2023, so was unable to report on matters raised there.

**STBC.22.35     Membership of Committees**

The Committee received a report of Senior Tutor representations:

Paper 6     List of Senior Tutor intercollegiate and University commitments

The Committee agreed to consider committee appointments and vacancies via circulation.

**STBC.22.36     Joint College and University Student Numbers Management Group**

The Committee received draft minutes of the 13 December 2022 meeting of the Joint College and University Student Numbers Management Group:

Paper 7     SNMG Minutes 13 December 2022

**OTHER BUSINESS**

**STBC.22.37     Matters to be carried forward for future meetings**

- a) **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.22.38     Future meetings 2022-23**

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

	<i>17 February 2023</i>
6 March 2023	<i>17 March 2023</i>
15 May 2023 <b>10 am</b>	<i>26 May 2023</i>
12 June 2023	<i>21 July 2022</i>
10 July 2023	

## **Business Committee of the Senior Tutors' Committee**

### **MINUTES of the meeting held at 2 pm on Monday 6 March 2023 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, Director of Admissions), Stuart Martin (M), Richard Partington (JN), Matthew Russell (OIS), Mike Sewell (SE), and Andrew Spencer (CAI, Deputy Head of the Senior Tutors' Education Committee). With Diane Brooker (OIS), and Malcolm Millbrook (OIS, minutes).

Apologies: Alice Benton (University)

There were no declared conflicts of interest.

#### **STC.22.39 Minutes**

The minutes of the meeting held on 8 February 2023 were approved as a true record.

#### **STC.22.40 Matters arising not elsewhere on the agenda**

##### **a) Undergraduate admissions (minute STBC.22.28, 8 February 2023)**

###### **i. Director of Undergraduate Admissions role**

The Chair reported that the Director of Undergraduate Admissions role was currently being advertised, with interviews scheduled for the 24 April. The interview panel would consist of the Chair, Rod Cantrill (F), Stuart Martin (M), Malcolm Millbrook (OIS), and the Deputy Head of Education Services (Admissions and Participation). The Director of Admissions, Matthew Russell (OIS), Michael Sutherland (CC), Helen Reed (CAO), and other CAO Team Leads would be meeting the candidates informally before their interviews.

###### **ii. Future undergraduate interview formats**

The Director of Admissions updated the Committee on ongoing discussions on future interview formats, following a recent meeting of the Admissions Forum. Unanimity was closer than it had previously appeared: with one exception, Colleges were willing to compromise in order to reach a consistent position on interview formats, including adopting a hybrid approach if specific subjects preferred in-person interviews.

Members discussed at length how to enable subjects to conduct their interviews in-person where it was academically required, without hybrid interview administration overburdening Colleges and ensuring that a significant majority of Directors of Studies supported the in-person format for their subject.

The Committee agreed that, with one exception, the default position was for interviews to be conducted online. If a subject wished to conduct its interviews in-person it needed to demonstrate an academic case for the format. The request would need to show that there was considerable support from the relevant Directors of Studies, that the impact on international applicants was considered, and that interviewers would be available in Cambridge and flexible in the dates they would interview on. The request would be written so that it could be published to explain the differing format to potential applicants.



Cases would be presented to the Senior Tutors' Committee at its 26 May 2023 meeting. Requests would be considered on a priority basis, to ensure that Colleges were able to support a hybrid model of interview formats.

**The Director of Admissions would contact Subject Convenors to invite requests for in-person interviews, for the Senior Tutors' Committee to consider.**

**b) Raising typical offer levels for oversubscribed subjects (minute STBC.22.30, 8 February 2023)**

The Committee discussed the creation of further evidence on the impact of raising typical offer levels, following a discussion at the previous meeting of the Senior Tutors' Committee. A different approach considered, to ensure interview capacity was still sufficient if new admissions assessments were not in place after the CUPA-led assessments were withdrawn, would be to deselect applicants more aggressively. This would move the process Colleges currently followed, of interviewing all candidates who were viable as offer holders, towards the Oxford model of interviewing a set number of candidates which was strictly adhered to.

**Richard Partington (JN) agreed to contact the Admissions Research Steering Group, to request information on the impact of deselection thresholds being raised on Widening Participation applicants. The resulting paper would be presented to the Admissions Forum and Committee, for further discussion.**

**PRINCIPAL BUSINESS**

**STC.22.41 Undergraduate Applicants Declaring a Criminal Conviction**

The Committee considered a proposal from the Cambridge Admissions Office, for a formal process to review undergraduate offer holders who have unspent criminal convictions:

Paper 1	Undergraduate Applicants Declaring a Criminal Conviction
Paper 2	Annex A: Admissions Standing Committee proposed terms of reference
Paper 3	Annex B: Proposed Criminal Convictions Text for Study Cam Website
Paper 4	Annex C: Criminal Convictions Disclosure Form

The Postgraduate Admissions Committee had received and approved a parallel proposal in respect of postgraduate applicants, such that the newly established Admissions Standing Committee should have responsibility for reaching determinations in cases relating to undergraduate and postgraduate offer holders.

**The Committee supported the proposal, if a rigorous risk assessment was produced.**

**STC.22.42 Precautionary Action Task and Finish Group report**

The Committee was requested to support a recommendation from the Precautionary Action Task and Finish Group, to draft a joint procedure to assess risk while a police, University or College procedure was ongoing:

Paper 5	Precautionary Action Task and Finish Group Report
Paper 6	Appendix – Draft clause for accommodation licence

The report was considered at the 1 March 2023 meeting of GBEC, and would be discussed at the 10 March 2023 meeting of the Legal Affairs & Employment Sub-Committee.

Members believed that, where it was not already available, Colleges would be content to give themselves the power to exclude students temporarily from College membership. Members considered that a member of the College in question would need to be involved in a decision to exclude a student, and agreed with October 2024 as the date of implementation.

**The Committee supported the creation of a joint procedure for precautionary action, for approval by the Senior Tutors' Committee in Easter Term 2023.**

**STC.22.43      Principles of Intercollegiate Decision-Making**

The Committee discussed a final proposal from the Colleges' Committee Working Group on Management of Business, on the articulation of the principles to be followed when Colleges are asked, or agree between them, to make a decision collectively:

Paper 7      Intercollegiate decision-making

**The Committee welcomed the final proposal as how intercollegiate decision-making should be conducted.**

**STC.22.44      Cambridge and Peterborough Suicide Prevention Strategy**

The Committee noted that the Suicide Safer Task and Finish Group and Joint Wellbeing Committee had recently supported the University signing up to the Cambridge and Peterborough Suicide Prevention Strategy 2022-25:

Paper 8      Joint Cambridgeshire and Peterborough Suicide Prevention Strategy 2022-2025 Summary

The Chair confirmed that there was no intention for Colleges to be signatories to the strategy.

**STANDING ITEMS OF BUSINESS**

**STC.22.45      Matters arising from Standing Committees**

**a)      Senior Tutors' Committee**

The minutes of the most recent meeting are recirculated for information:

Paper 9      Senior Tutors' Committee: Minutes 17 February 2023

**b)      Admissions Forum**

The Director of Admissions had no relevant matters to report on following the Admissions Forum meeting held on 24 February 2023, which were not raised elsewhere on the agenda.

**c)      Postgraduate Tutors' Committee**

The Postgraduate Tutors' Committee has not met since the Committee's previous meeting, following the cancellation of its 23 February 2023 meeting.

**d)      Senior Tutors' Education Committee**

The Deputy Chair of the Senior Tutors' Education Committee (STEC) drew members' attention to the following matters raised at its recent meeting on 3 March 2023:

**i. Part II Physics supervisions**

The Department of Physics had failed to find sufficient supervisors to teach all NST Part II Physics students, to a greater degree than in the previous year. Members discussed whether the subject’s supervision norms needed to be adjusted, or to cap the number of Part II students able to select the subject.

**The Committee agreed to raise the matter at the next meeting of the Senior Tutors’ Committee, for discussion with the Pro-Vice-Chancellor for Education.**

**ii. Directors of Studies Committees**

STEC concluded that Directors of Studies Committees should be owned by the Colleges, not the Departments/Faculties. The Chair and Deputy Chair of STEC would work on producing new advice and guidance to this effect, which would include requesting the University to issue a recommendation for a representative from a DoS Committee to sit on the relevant Faculty Board.

**iii. Full-time Postgraduate Research student work**

STEC did not agree with the Postgraduate Tutors’ Committee’s support of a proposal to increase how many hours of work a postgraduate research student could complete per week. The Committee likewise agreed that the proposal was not suitable.

**The Committee agreed that the Senior Tutors’ Committee should discuss the matter at its next meeting. Judith Bunbury (ED) would liaise with the Chair of the Postgraduate Tutors’ Committee.**

**STC.22.46      Membership of Committees**

The Committee received a report of Senior Tutor representations:

Paper 10      List of Senior Tutor intercollegiate and University commitments

The Committee approved the following appointments:

<i>on ...</i>	<i>Appointment of ...</i>	<i>replacing ...</i>
College Transfer Panel (Chair)	Rita Monson (CHU)	Paul Chirico (F) from October 2023
Inclusive Learning and Teaching Advisory Group	Tom Monie (CHR)	Paul Chirico (F) from October 2023

The Committee considered the following vacancies:

<i>on ...</i>	<i>replacing ...</i>	<i>Recommended appointment...</i>
Bursars’ Legal Affairs & Employment Sub-Committee	Paul Chirico (F) from October 2023	Toni Williams (G)
GBEC Academic Standards and Enhancement Committee	Michele Gemelos (MUR), from Easter Term 2023 <i>ToR require vacancy to be filled by member of STEC or PTC</i>	Robert Mayhew (PEM), otherwise Andrew Rudd (MUR) for STEC and ASEC.
Medical Education Committee	Robert Henderson (EM) from October 2024	Jane Greatorex (LC)

	<i>Two Senior Tutors required for quorum, Holly Canuto (CTH) is already a member.</i>	
Medic Quota Committee	Robert Henderson (EM) - from October 2024	Robert Abayasekara (Chair of the Directors of Pre-Clinical Studies Committee)
Student Support Initiative Development Group (Chair)	Paul Chirico (F) from October 2023 Doesn't need to be an ST	Paul Chirico will inform the SSIDG secretary that a replacement must be found.

**a) Senior Tutors' Business Committee elections**

A by-election to cover Paul Chirico's (F) sabbatical in 2023-24, and an election due to Richard Partington (JN) reaching the end of his term in September 2023, will be held concurrently in Easter Term 2023.

**OTHER BUSINESS**

**STC.22.47 Matters to be carried forward for future meetings**

- a) **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.*
- b) **Guidance for supervisors amendment (8 February 2023, minute STBC.22.32)**  
*OIS is currently working on creating a new process and guidance for addressing gross misconduct of supervisors.*

**STC.22.48 Future meetings**

Meeting dates of the Committee in 2022-23 (shown in ordinary type), to take place on Mondays at 2pm (unless otherwise stated) in the Parker Room at Corpus Christi (the dates of meetings of the Senior Tutors' Committee being shown in addition in italic type):

*17 March 2023*

15 May 2023 **10 am**      *26 May 2023*

12 June 2023              *21 July 2022*

10 July 2023

Meeting dates of the Committee in 2023-24 (shown in ordinary type), to take place on Mondays at 2pm (unless otherwise stated) are set out below (the dates of meetings of the Senior Tutors' Committee being shown in addition in italic type):

23 October 2023              *3 November 2023*

20 November 2023          *1 December 2023*

**Tues 6 February 2024**      *16 February 2024*

4 March 2024                  *15 March 2024*

**Tues 14 May 2024**          *24 May 2024*

10 June 2024

*21 June 2024*

8 July 2024

*19 July 2024*

2023-03-06 STBC minutes

Malcolm Millbrook  
6 March 2023

## **Business Committee of the Senior Tutors' Committee**

### **MINUTES of the meeting held at 10 am on Monday 15 May 2023 In the Parker Room, Corpus Christi College**

Present: Marina Frasca-Spada (CC; Chair), Alice Benton (University), Judith Bunbury (ED), Paul Chirico (F), Robert Henderson (EM), Stuart Martin (M), Richard Partington (JN), Matthew Russell (OIS), and Andrew Spencer (CAI, Deputy Head of the Senior Tutors' Education Committee). With Diane Brooker (OIS), and Malcolm Millbrook (OIS, Secretary).

Apologies: Sam Lucy (N, Director of Admissions) and Mike Sewell (SE).

In attendance: Robert Mayhew (PEM), for Item 22.52.a only.

There were no declared conflicts of interest.

#### **STBC.22.49 Minutes**

The minutes of the meeting held on 6 March 2023 were approved as a true record.

#### **STBC.22.50 Matters arising not elsewhere on the agenda**

a) **Director of Undergraduate Admissions (was "Undergraduate admissions" (minute STBC.22.40, 6 March 2023))**

The Committee noted that Martin Thompson (currently, Admissions Tutor, ED) would take up the role of Director of Undergraduate Admissions from 27 July 2023. There would be a handover period from Sam Lucy until the end of September 2023.

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

Publication of guidelines for remote study had been placed on hold, to note the scale of the problem in 2022-23 and revisit the matter if needed.

Alice Benton informed members that a new University policy had been developed, which would be presented at the Committee's next meeting.

#### **PRINCIPAL BUSINESS**

#### **STBC.22.51 University's Student Discipline Procedure**

The Committee received draft revisions to the University's Student Discipline Procedure:

Paper 1      Draft revisions to Student Discipline Procedure

In the resulting discussion the following concerns were raised regarding the revised procedure:

- a) Section 2.23 obliges the Respondent to avoid contact with the Reporting Person, which was likely to have a serious impact on the Respondent's social and academic life when they may not have breached any Rules of Behaviour. Phrasing in that section could be altered to 'may be advised' instead of 'normally be required'.

- b) Section 5.4 allows the Student Discipline Officer to require the Respondent to provide a written apology, but this forced admission of guilt could cause the Respondent severe legal and reputational damage in the future.
- c) There was a general lack of proportionality to breaches of the Rules of Behaviour against sanctions or actions required from the Respondent. Support and advice were urgently needed both for the Respondent and for their Tutor or other college officers looking after the Respondent's welfare on how to engage with the procedure and protect themselves.
- d) Section 2.2 was altered to coerce the Respondent not to use legal representation, and this did not seem permissible. If a Respondent was accused of a serious criminal offence without legal representation the gathered evidence could be subpoenaed by the police and used to form a criminal accusation against the Respondent.
- e) It was presumed that academic misconduct matters were being devolved to Chairs of Examiners in order to manage the expected growth in cases, but it was questioned whether Chairs of Examiners would be content to take on this additional workload. Alice Benton (University) reported that suitable guidelines for this work were being developed across the HE sector.
- f) The procedure did not envisage Concerns being suspended or ended due to the Reporting Person being unable to proceed. A time-limiting factor may be useful to end an investigation, to prevent both the Complainant and the Respondent being placed in an unnecessary prolonged period of stress and anxiety.

**The Committee agreed that the draft procedure was not ready for consideration by the Senior Tutors' Committee. Alice Benton would take feedback back to the Head of the Office of Student Conduct, Complaints and Appeals for amendments. The Committee recommended that the Head of OSCCA convene a meeting to discuss the proposed revisions to the procedure, with interested Senior Tutors and members of GBEC.**

#### **STBC.22.52     Joint Wellbeing Committee**

The Committee received minutes of the Joint Wellbeing Committee meeting on 16 March 2023:

Paper 2     Joint Wellbeing Committee 16 March 2023 minutes

The Joint Wellbeing Committee requested that the Committee consider two items:

#### **a)     Student Death Response Plan**

*Robert Mayhew (PEM), as Chair of the Task and Finish Group, attended the meeting for this item.*

The Committee received a draft revised protocol on responding to the death of a current student (formerly termed the 'Death of a Student Protocol'), recommended for implementation by the Joint Wellbeing Committee:

Paper 3     Student Death Response Plan

Robert Mayhew reported that the presented protocol had been through many iterations, he had liaised with all Colleges who had recently been impacted from a suicide on the protocol's development. A 'near miss' protocol was also being developed in conjunction, and a paper on 'access to means' from the University was being circulated. The University had joined a Real-Time Suicide Surveillance protocol. Colleges could join the protocol separately, but it was advised that this was unnecessary.

The Committee thanked Robert Mayhew and the Task and Finish Group for their work on the plan, and agreed that guidance on 'near misses' would be useful for Colleges. Similar work for College staff, not just students, could also be usefully explored by Bursars.

**The Committee agreed to report the new Student Death Response Plan to the Senior Tutors' Committee.**

**b) Colleges' Annual Student Mental Health and Wellbeing Survey**

The Joint Wellbeing Committee recommended that a more coordinated approach should be taken to the distribution of surveys gathering data on students' experiences of, and opinions about, pastoral support available to them via their College:

Paper 4      Annual Student Mental Health and Wellbeing Survey

**The Committee recommended that the proposed centralised survey be approved by the Senior Tutors' Committee.**

**STBC.22.53      Undergraduate Admissions Assessments**

The Secretary updated members on current progress in establishing new admissions assessments for the 2024 admissions round, following the Colleges' Standing Committee approving all recommendations made by the Admissions Assessments Working Group. A Gate A document was successfully submitted to the University's Procurement Strategy Group, for approval to proceed with a joint tender exercise with Imperial College London. The University had agreed to establish an Implementation Group, but conflicting reports had made it unclear who in the University was leading the project. One urgent matter for the new Implementation Group to consider was a long-term replacement of Helen Murley, the OIS consultant who had provided key administrative support to the Working Group.

**The Committee agreed that the Deputy Head of Education Services (Admissions and Participation) should be invited to the next meeting of the Senior Tutors' Committee to provide an update on the University's implementation of the proposed admissions assessments.**

**STBC.22.54      Future undergraduate interview formats**

The Chair informed members that no subject had reached the majority necessary for the Senior Tutors' Committee to consider allowing it to use in-person interviews for future admissions rounds. The process had revealed that many subjects had significant minorities or small majorities who wished to use in-person interviews, thereby exacerbating the discussion.

Several Colleges had already announced their intention not to use only online interviews. Consensus on interview formats therefore seemed unobtainable without further aggravating the general ill feeling. A communication strategy was needed to present the difference of approaches in a positive manner to schools and prospective applicants. This would also connect well with an imminent announcement on interview formats by the University of Oxford.

**The Committee agreed that each Senior Tutor should be asked what their College's current position was on interview formats, ahead of the next meeting of the Senior Tutors' Committee. If the survey showed that consensus on an interview format was unobtainable, then a deadline for Colleges to confirm their positions would be set to enable carefully planned and managed public communications to be made. The Director of Admissions and Deputy Head of Education Services (Admissions and Participation) would be asked what the communications plan was for a lack of consensus.**

**STBC.22.55      Protocol for the sharing of serious misconduct decisions (was "Guidance for supervisors amendment" (8 February 2023, minute STBC.22.32))**

The Committee received an initial draft, created by Matthew Russell (OIS), of a protocol to share information about cases of serious misconduct across Colleges and the University:



Paper 5	Protocol for the sharing of serious misconduct decisions
Paper 6	DPIA – UG supervisors and serious misconduct

The Committee’s attention was drawn particularly to:

- a) the proposed length of time that such information would be retained (see yellow highlight).
- b) The potential inclusion of the University sharing such decisions with the Colleges (as noted in the red text, which could be inserted at a later date if necessary).

The Committee thanked Matthew Russell for his work and agreed that a three-year retention period for shared information was appropriate.

**The Committee recommended that the protocol be approved by the Senior Tutors’ Committee.**

**STBC.22.56     Non-payment of tuition fees**

The Committee received a draft policy on the non-payment of tuition fees from the University’s Planning and Resources Sub-Committee’s Fees and Funding Sub-Committee:

Paper 7	Non-payment of tuition fees draft policy
---------	--

The policy was drawn up by an external legal firm (Shakespeare Martineau) and received comments from University committees, the Postgraduate Tutors’ Committee, and the Bursars’ Fees and Student Finance Sub-Committee. The policy has been approved by the PRC Fees and Funding Sub-Committee subject to comments from the Senior Tutors’ Committee and would then be implemented once the requisite changes to Statutes & Ordinances have been made. It would also be cross-referenced in the undergraduate and postgraduate Terms of Admissions.

**The Committee recommended that the policy be approved by the Senior Tutors’ Committee.**

**STBC.22.57     Case for the introduction of a Reading Week**

The Committee received a consultation paper on the case for the introduction of a Reading Week:

Paper 8	Consultation Paper: The case for the introduction of a Reading Week
---------	---

Matthew Russell informed members that the consultation had been presented to the University and Colleges’ Joint Committee, Colleges’ Committee, and Bursars’ Business Committee. Alice Benton noted that the consultation paper would be amended ahead of any Regent House vote.

**The Committee agreed that the Senior Tutors’ Committee should discuss the consultation paper, with relevant minutes from intercollegiate committees showing what discussions had already been made regarding the proposal.**

**STBC.22.58     Review of the College transfer process**

The Committee received the minute of a discussion at the Colleges’ Standing Committee on 2 May 2023, where it proposed that the Senior Tutors’ Committee consider a suspension and review of the College Transfer Procedure:

Paper 9	Minute of the Colleges’ Standing Committee
Paper 10	College Transfer Procedure (as of November 2022)

The following points were raised during the resulting discussion:

- a) The College transfer process had originally been introduced in response to Parliament discussing a specific case of a student who appeared to be unable to transfer following the informal route. The Colleges' Committee, and the legal advice separately sought by Colleges and by the University, had been unanimously against creating a formal process due to the collective liability Colleges this risked establishing. The Senior Tutors' Committee nevertheless agreed to create the formal process.
- b) After a period of goodwill and collegiality, a number of Colleges were discouraged from assisting with the College transfer process following significant difficulties with transferred students. Three cases approved by the Panel had found no College willing to accept the transferring student, causing stress to the students concerned over an extended period. However, most cases considered by the Panel were completed without any issues.
- c) Further data were required to assess the need, efficiency and effectiveness of the formal process against the risks it involved.

**The Committee agreed that the matter should be discussed by the Senior Tutors' Committee, presented with available data and legal advice, with the recommendation that the formal process is suspended and reviewed.**

#### **STBC.22.59     Senior Tutor Peer Support**

The Committee noted that, following a successful pilot meeting in November 2022, the Senior Tutor Peer Support process (formally the College Triennial Academic and Welfare Review) would restart in 2023-24. The previous form was truncated and reformatted into an online survey, to streamline the process for participants. Peer support meetings and those who participated would be recorded in Committee minutes, and any significant concerns or examples of good practice raised.

#### **STANDING ITEMS OF BUSINESS**

#### **STBC.22.60     Matters arising from Standing Committees**

##### **a) Senior Tutors' Committee**

The minutes of the most recent meeting were recirculated for information:

Paper 11     Senior Tutors' Committee: Minutes 17 March 2023

##### **b) Admissions Forum**

The STC Associate Secretary with the admissions brief did not attend the Admissions Forum meeting held on 5 May 2023, but matters to report from its minutes had been raised elsewhere on the agenda.

##### **c) Postgraduate Tutors' Committee**

The Committee received minutes of the Postgraduate Tutors' Committee meeting on 27 April 2023:

Paper 12     Postgraduate Tutors' Committee: Minutes 27 April 2023

Attention was drawn to:

**Minute 23.16.3** – Recruitment and Admissions - the next Memorandum of Understanding, including the Backstop agreement, was under negotiation. Given the increased focus on admissions numbers (rather than total PG populations) in the next Backstop agreement, the

Postgraduate Tutors' Committee felt it essential that the Postgraduate Admissions Office should be closely involved in the discussions.

**Minute 23.16.4** – the Postgraduate Tutors' Committee provided feedback on the draft policy for the non-payment of tuition fees and requested clarification on what suspension would mean for a student. *[Referred to item 22.56 above.]*

**d) Senior Tutors' Education Committee**

The Deputy Chair of the Senior Tutors' Education Committee reported on relevant matters discussed at its meeting on 12 May 2023:

**i. Directors of Studies Committee guidance**

The Senior Tutors' Education Committee reviewed current guidance on Directors of Studies Committee, which would be presented to the Senior Tutors' Committee.

**ii. Part II Physics supervisions**

The Senior Tutors' Committee would be provided with an update on discussing difficulties in providing supervisions for Part II Physics.

**iii. Directors of Studies role description**

The Senior Tutors' Education Committee reviewed a revised role description for Directors of Studies, which would be presented to the Senior Tutors' Committee.

**iv. Mathematics Tripos Example Classes**

The Senior Tutors' Education Committee recommended that class sizes of 12 students or more were not supervisions, therefore their costs should be borne by the Faculty. This would be taken to the Senior Tutors' Committee for approval.

**STBC.22.61 Confirmed changes in Senior Tutors**

The Committee noted the following confirmed changes in Senior Tutors, to consider future appointments and representations at need:

*from October 2023*

- |                  |                     |                                     |
|------------------|---------------------|-------------------------------------|
| • Judith Bunbury | St Edmund's College | <i>new appointment not yet made</i> |
|------------------|---------------------|-------------------------------------|

*from October 2024*

- |                    |                  |                                     |
|--------------------|------------------|-------------------------------------|
| • Penny Barton     | Homerton College | <i>new appointment not yet made</i> |
| • Robert Henderson | Emmanuel College | <i>new appointment not yet made</i> |

**STBC.22.62 Membership of Committees**

The Secretary informed members that the two vacancies on the Committee were uncontested, consequently Richard Partington (JN) was elected unopposed for a second four-year term ending in 30 September 2027 and Robert Mayhew was elected unopposed for a one-year term from 1 October 2023 until 30 September 2024.

The Committee received a report of Senior Tutor representations:

Paper 13 List of Senior Tutor intercollegiate and University commitments

The Committee approved the following appointments:

<i>on ...</i>	<i>Appointment of ...</i>	<i>replacing ...</i>
Bursars' Legal Affairs & Employment Sub-Committee	Toni Williams (G)	Paul Chirico (F) - from October 2023
Medic Quota Committee	Robert Abayasekara (F)	Robert Henderson (EM) - from October 2024

The Committee considered the following vacancies:

<i>on ...</i>	<i>replacing ...</i>
Postgraduate Tutors' Committee	Melanie Keene (Postgraduate Tutor, HOM) from October 2023 (Melanie is willing to serve for a second three-year term)
Precautionary Action Task and Finish Group: 1 additional Senior Tutor sought (Toni Williams (G) has agreed to serve)	<i>New</i>
Postgraduate Admissions Committee	Andrew Spencer (CAI)
University Card Committee	Judith Bunbury (ED)

**OTHER BUSINESS**

**STBC.22.63 Future meetings**

Meeting dates of the Committee in 2022-23 (shown in ordinary type), to take place on Mondays at 2pm (unless otherwise stated) 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 May 2023</i>
12 June 2023	<i>21 July 2022</i>
10 July 2023	

Meeting dates of the Committee in 2023-24 (shown in ordinary type), to take place on Mondays at 2pm (unless otherwise stated) are set out below (the dates of meetings of the Senior Tutors' Committee being shown in addition in italic type):

23 October 2023	<i>3 November 2023</i>
20 November 2023	<i>1 December 2023</i>
<b>Tues</b> 6 February 2024	<i>16 February 2024</i>
4 March 2024	<i>15 March 2024</i>
<b>Tues</b> 14 May 2024	<i>24 May 2024</i>
10 June 2024	<i>21 June 2024</i>
8 July 2024	<i>19 July 2024</i>

2023-05-15 STBC minutes

Malcolm Millbrook  
16 May 2023

## **Business Committee of the Senior Tutors' Committee**

### **MINUTES of the meeting held at 2 pm on Monday 12 June 2023 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, Director of Admissions), Richard Partington (JN), Mike Sewell (SE), Andrew Spencer (CAI, Deputy Head of the Senior Tutors' Education Committee), and Martin Thompson (incoming Director of Admissions). With Diane Brooker (OIS), and Malcolm Millbrook (OIS, Secretary).

Apologies: Alice Benton (University), Stuart Martin (M), and Matthew Russell (OIS).

There were no declared conflicts of interest.

#### **STC.22.65 Minutes**

The minutes of the meeting held on 15 May 2023 were approved as a true record.

#### **STC.22.66 Matters arising not elsewhere on the agenda**

##### **a) University's Student Discipline Procedure (minute STBC.22.51, 15 May 2023)**

Several members of the Committee were unsatisfied with an updated draft revision of the University's Student Discipline Procedure, which had been circulated to Senior Tutors for further feedback following comments given by the Committee. Richard Partington (JN) had subsequently met with Sarah d'Ambrumenil (Head of OSCCA) to discuss the main concerns and their potential resolutions. In the discussion that followed it was noted:

- a) Disappointment was expressed that the review had not dealt with aspects of the current procedure which Senior Tutors had indicated needed revision.
- b) It was suggested that paragraph 2.2, which coerced the Respondent not to use legal representation, could be altered to state that legal representation would normally be granted for serious cases. The Committee was content with the alteration, although the definition of 'serious cases' was not currently available, and it was not easy to see how to provide a satisfactory one.
- c) Paragraph 2.24 obliged the Respondent to avoid contacting the Reporting Person even if the case was dismissed. It was suggested that alternative wording would be used to provide a parity of treatment by making the restriction reciprocal. The Committee agreed with that alteration, if the wording in that paragraph was altered to 'to require or request'.
- d) The proposed sanctions needed to take into account sanctioning repeated offences. This appeared to be particularly salient for cases of academic misconduct.
- e) The sanction of requiring the Respondent to provide a written apology needed to be removed in cases involving sexual misconduct, due to the significant impact such a letter could have if discovered by anyone outside of the case's involvement.
- f) Altering the procedures to a more judicial concept would encourage Reporters and Respondents to want legal representation, and this raised questions about students who could not afford representation being at a disadvantage against those who could.
- g) The Harassment and Violence Support Service (HVSS) were not willing to provide support to Respondents, but it was not clear what other University service could provide support instead. The Committee questioned this decision, as equivalent services at other Universities did provide support to both Reporters and Respondents. Leaving this to Colleges via the Tutors

and the welfare team was regarded as unacceptable, given their lack of specific expertise on the matter.

- h) Sarah d'Ambrumenil was working towards a deadline for the revised procedure to be approved by the final General Board's Education Committee in the academic year, so that the new procedures would be in place for 2023-24. The Committee agreed that more time was needed to discuss the proposed revisions, and that therefore an additional meeting of GBEC should be sought instead.

**The Executive Secretary would feed back the Committees' views to Sarah d'Ambrumenil, who the Chair would arrange to meet to discuss the remaining concerns. The matter would be raised at the next meeting of the Senior Tutors' Committee.**

*[Post-meeting note: the Chair had met with Sarah D'Ambrumenil and agreed that the current draft would be presented to the next meeting of GBEC, but as work in progress and with the understanding that work on the issues above will be progressed with immediate effect, starting with a meeting with Senior Tutors in July to discuss the further revisions they regarded as necessary.]*

## **PRINCIPAL BUSINESS**

### **STC.22.67      Impact of marking and assessment boycott**

The Committee received an update from the Chair and Judith Bunbury (ED) on the impact of the marking and assessment boycott on students:

- a) The Emergency Exams Task Force had focused on advising students to take their exams as normal. Preparation was now underway to assist Departments and Faculties with explaining the delay in marking due to the boycott.
- b) Issues with General Admission had been resolved, and a proposal was under discussion to allow the July Congregations to go ahead.
- c) It was being explored whether an Examiners' Committee's remit lapsed at the end of the academic year, and if so whether markers boycotting their work could refuse to submit their marks even after the boycott had ended.
- d) The Home Office had given an eight-week extension for international students wishing to apply for a visa to continue on to postgraduate study in the UK, and allowed Universities to extend course lengths to give further time for visas to be applied for whilst marks were unavailable. These measures would not cover all such students, particularly if further industrial action was voted on.
- e) The University Gold Team was investigating the prospect of legal action against the University. It was providing mitigating measures which stayed within the bounds of statutes and ordinances, to ensure that its responses were valid against potential legal action.
- f) There were concerns for postgraduates wanting to stay in Cambridge to wait for their results, while Colleges may have no accommodation available to house them. There were also Council Tax implications for students who had completed their courses although they had not yet received their full results.
- g) The Emergency Exams Task Force was compiling a list of suspected affected subjects, but this was a long and piecemeal task.

### **STC.22.68      Undergraduate Admissions Assessments**

The Director of Admissions and the Executive Secretary updated members on current progress in establishing new admissions assessments for the 2024 admissions round: the only progress made, after Colleges had agreed to establish the new assessments six weeks previously, was the procurement process being approved by the University. However, the University had now established an

Implementation Group which would meet soon and then every fortnight. Helen Murley, acting as a consultant for OIS, would be providing assistance until the end of June 2023.

**STC.22.69**      **Future undergraduate interview formats**

The Chair and the Director of Admissions updated members on College positions on interview formats, following the 7 June 2023 deadline for Colleges to finalise their positions: Six Colleges had decided to interview candidates based in the UK in person; all other Colleges would interview all candidates online. External communications had been made to reflect these positions, but careful internal communications were still needed to ensure Colleges all followed the same (constructive) messaging.

**The Executive Secretary agreed to draft a paper for internal use on interview format communications, which would be circulated to College senior officers, Communication Managers, Admissions Tutors, Subject Convenors, and Subject Convenors.**

**STC.22.70**      **Review of the College transfer process**

The Committee was reminded that the Senior Tutors' Committee agreed to suspend and review the formal College transfer procedure. The Committee discussed how the review should be conducted, and who should be a member of the review panel.

Andrew Spencer (CAI) agreed to serve as Chair of the review panel. Sarah Fraser Butlin, a Fellow of Selwyn College who was also a Barrister, was recommended as a member of the panel. The Committee also recommended that Paul Chirico (F), Matthew Russell (OIS), and a member of the Bursars' Legal Affairs & Employment Sub-Committee join the panel.

Three sets of legal advice obtained several years ago, which recommended that a formal process not be established for College transfers, needed to be available to the panel.

**The Executive Secretary would arrange a meeting of the review panel and contact suggested members.**

**STC.22.71**      **Impact of AI on undergraduate admissions interviews**

The Committee discussed work that was needed to explore the implications of ChatGPT and other AI developments. It was agreed that short-term discussions in relation to admissions interviews were needed (and were being taken forward separately), but that there should be a group with a broader remit established by STC, since it also concerned supervision work and a range of other educational issues as well as admissions interviews in the longer term.

Robert Henderson (EM) agreed to Chair the new STC Working Group. The Committee recommended that members from the Artificial Intelligence Group, a representative from CUPA, and a member of STEC, also join the new Group. One member would ideally also be a member of the Working Group on online interviews. The Chair volunteered to be a member of the group.

**The Executive Secretary would arrange a meeting of the STC ChatGPT and AI Working Group before the end of the academic year, and contact the suggested members.**

**STC.22.72**      **Undergraduate supervisor workload and pay rate survey**

The Executive Secretary and Judith Bunbury (ED) presented a draft survey created by representatives of the 'Justice for Supervisors' campaign, to gather information on workloads and payment rates of undergraduate supervisors:

In the discussion that followed it was noted:

- a) A previous survey created by the Justice for Supervisors campaign was presented as providing strong evidence for increasing the supervision re-charge rates, but it had only received 140 responses. A second survey, to reflect the experiences of ~4,800 supervisors more accurately, was therefore requested.
- b) Paul Chirico had submitted various suggested amendments to the draft survey. The Committee agreed with these revisions.
- c) The Committee preferred that the survey was not anonymous, to confirm the validity of responses. If the campaigners insisted, the survey could ask for responses not to be anonymous with the hope that there would be enough non-anonymous responses to check a large enough sample were accurate. Only OIS would have access to this personal data, and a data protection statement would need to be added to the survey to make this clear.

**The Executive Secretary agreed to send the Committee's feedback to the campaign representatives.**

#### **STC.22.73      Remote Study Guidance**

The Committee discussed the University's current guidance on remote study:

Paper 2      Remote Study guidance

The Committee was concerned by the guidance's minimum references to Colleges, when College views needed to be considered from the beginning of the procedure. The support of individual students provided by the guidance did so without considering the best interests of the student cohort, or for the views of Directors of Education or Senior Tutors.

The Committee also discussed examples of students sitting their online examinations at home, as they believed they no longer needed to keep term. It was recommended that the University provide advice making it explicit that students were expected to remain in Cambridge for their examinations.

**The Executive Secretary would provide Alice Benton (University) with the Committee's feedback.**

#### **STANDING ITEMS OF BUSINESS**

#### **STC.22.74      Matters arising from Standing Committees**

##### **a)      Senior Tutors' Committee**

The minutes of the most recent meeting were recirculated for information:

Paper 3      Senior Tutors' Committee: Minutes 26 May 2023

##### **b)      Admissions Forum**

The Director of Admissions reported on matters discussed at the Admissions Forum meeting held on 2 June 2023, not raised elsewhere in the agenda:

##### **i.      Age discrimination**

The Admissions Forum had been reminded that it was illegal to discriminate on the basis of age, and therefore Colleges should avoid having or implying a policy prohibition on applications from students under the age of 18. **The Committee agreed to un-star the item on the Admissions Forum on the agenda of the next Senior Tutors' Committee, and to raise the matter more widely.**



## **ii. Paid-for Outreach/Admissions events**

The Admissions Forum had discussed third party organisations advertising themselves as improving the chance of applicants being admitted. The University's Brand Protection Team was drafting the following statement, to be approved by the University Admissions Committee, to reiterate that commercially provided guidance on admissions would not confer an advantage:

"The University does not credit or sanction any academic course or training that is not directly delivered by itself or its appointed partners. We do not sell access; all undergraduate and postgraduate admissions processes are fair and transparent and any implication that an advantage will be gained by subscribing to a third-party organisation will not be tolerated. The University does not tolerate the use of its brand by a third-party for financial gain."

The Committee agreed with this action, with the recommendation that the statement comes from the 'Collegiate University', not only from the University.

## **c) Postgraduate Tutors' Committee**

Duncan Needham (DAR), Chair of the Postgraduate Tutors' Committee, requested that the Committee consider the following matters raised at the Postgraduate Tutors' Committee meeting on 1 June 2023:

### **i. Draft Framework for PGR Supervisor arrangements**

In June 2022 the Postgraduate Committee initiated a review to consider supervisory arrangements of postgraduate research students. The Committee received a draft Framework for PGR supervisor arrangements, developed in consultation with Departments/Faculties, the Student Wellbeing Team, and the Postdoc Academy:

Paper 4      Draft Summary of PGR Supervisor Arrangements

The Postgraduate Tutors' Committee gave a positive response and were happy to endorse the Framework. The Committee was satisfied with the framework, with clarification that CTOs could be Academic Advisors.

**The Executive Secretary would provide the Committee's feedback to the Postgraduate Research Office.**

### **ii. PGR Information SharePoint Site**

A new SharePoint Site would soon be launched by the Postgraduate Research Office, primarily aimed at Degree Committees, Department Postgraduate Administrators and Directors of Postgraduate Education, and College Postgraduate Administrators and Postgraduate Tutors: [https://universityofcambridgecloud.sharepoint.com/sites/UoC\\_PGRInfo](https://universityofcambridgecloud.sharepoint.com/sites/UoC_PGRInfo)

## **d) Senior Tutors' Education Committee**

The Deputy Chair of the Senior Tutors' Education Committee reported on any relevant matters discussed at its meeting on 9 June 2023:

### **i. Design Tripos**

The Head of the Department of Architecture had presented the new Design Tripos to the Education Committee. The report was reassuring but confirmed that the curriculum was





## **Business Committee of the Senior Tutors' Committee**

### **MINUTES of the meeting held at 2 pm on Monday 10 July 2023 in the Parker Room, Corpus Christi College**

Present: Marina Frasca-Spada (CC; Chair), Alice Benton (University), Judith Bunbury (ED), Paul Chirico (F), Robert Henderson (EM), Sam Lucy (N, Director of Admissions), Stuart Martin (M), Richard Partington (JN), Mike Sewell (SE), and Andrew Spencer (CAI), Deputy Head of the Senior Tutors' Education Committee). With Diane Brooker (OIS), Matthew Russell (OIS), and Malcolm Millbrook (OIS, Executive Secretary).

Apologies: Martin Thompson (ED, incoming Director of Admissions).

It was noted that several members were supervisors, but the Committee agreed that this association did not constitute a conflict of interest sufficient to be excluded from the discussions under Item

#### **STBC.22.76 Minutes**

The minutes of the meeting held on 12 June 2023 were approved as a true record.

#### **STBC.22.77 Matters arising not elsewhere on the agenda**

##### **a) Review of the College transfer process (minute STBC.22.70, 12 June 2023)**

The Committee noted that the first meeting of the review panel, established to discuss the formal College transfer process, was still being organised. Matthew Russell (OIS) was in the process of gaining permission from the University to share the legal advice they had received concerning the transfer process.

##### **b) Impact of AI on undergraduate admissions and education (minute STBC.22.71, 12 June 2023)**

Malcolm Millbrook (OIS) reported that members of the Working Group, established to discuss the implications of Chat GPT on undergraduate education, teaching and admissions, were still being confirmed.

### **PRINCIPAL BUSINESS**

#### **STBC.22.78 University's Student Discipline Procedure (minute STBC.22.66.a, 12 June 2023)**

The Chair reported that revisions to the University's Student Discipline Procedure had recently been approved by the General Board's Education Committee. An upcoming meeting between the Head of OSCCA, members of the Committee, the incoming Chair of the Bursars' Committee, and the Chair of the Colleges' Committee, would discuss the need for further revisions to the procedures. In particular, greater support to College staff supporting respondents was needed.

#### **STBC.22.79 Impact of marking and assessment boycott**

The Chair and Judith Bunbury (ED) updated the Committee on the impact of the marking and assessment boycott on students.

Alice Benton (University) presented the latest count of the marking and assessment boycott's impact on undergraduates completing their degrees: 376 had graduated as normal, 593 had received only provisional marks, and ~1,300 had not graduated. Students affected came mainly from the School of

Humanities and Social Sciences, Geography, and areas of the Biological Sciences. The impact on the two cohorts of non-finalist undergraduates was more significant, as departments had focussed on assisting finalists with their marks: 2,200 non-finalists had received their results as normal, 2,300 had received only provisional marks, and 2,800 had received no marks. This included the large cohorts of Part IB Medical Sciences and Part IB Natural Sciences.

The University was in the process of contacting Chairs of Examiners' Committees that had provided only provisional marks, to ascertain their plans to resolve the issue. It was expected that another ballot for industrial action would be called by the UCU in August, so only a three-week window might be available to deliver 2023 exam results.

Results for nine-month MPhil courses were expected shortly, of which most fell within the Humanities and Social Sciences.

### **STBC.22.80     Undergraduate Admissions Assessments**

Sam Lucy (Director of Admissions) updated members on current progress in establishing new admissions assessments for the 2024 round by the University's Implementation Group. An invitation to tender was expected to be sent out to interested parties shortly. A dissatisfied employee at CUPA had sent out messages to various parties, declaring that admissions assessments would not be deliverable for 2023 or 2024, but CUPA had reconfirmed that they were able to deliver the upcoming assessments.

A contract between the University and Imperial College London would be signed soon to produce a joint tender. Other universities would be invited to join the assessment consortiums.

### **STBC.22.81     Raising typical offer levels for oversubscribed subjects**

At its meeting on 6 March 2023 the Committee had discussed the need for further information on the impact of raising typical offer levels for Widening Participation applicants. The Admissions Research Steering Group had subsequently produced a revised paper for the Committee's consideration:

#### Paper 1     Impact on raising offer levels

The research suggested that it was likely that the collegiate University would be able to sustain the number of places filled by applicants from relatively disadvantaged groups for the Computer Science Tripos, Economics Tripos, and potentially the Engineering Tripos, if the typical A-Level offer was increased to 3A\*. This would not be the case for the NST.

The Committee agreed that the three relevant institutes should be presented with the research, with the recommendation that the Computer Science Tripos and Economics Tripos move to the higher typical offer level, and that Engineering be asked to consider whether such a move would be appropriate.

**The Director of Admissions agreed to liaise with the Department of Computer Science and Technology, Faculty of Economics, and Department of Engineering regarding the research paper.**

### **STBC.22.82     'Justice for Supervisors' campaign**

The Executive Secretary and Judith Bunbury (ED) updated the Committee on a recent meeting held with representatives from the 'Justice for Supervisors' campaign. Future meetings with representatives from the campaign would be held with University senior leadership, due to the number of issues raised by the representatives which could only be resolved by the University.

In connection with the UCU's industrial action, the campaign had encouraged University and intercollegiate senior officers for a formal review of the undergraduate supervision system and how it related to University teaching. The Committee considered that the fundamental questions for the

review to answer were what the purpose of the supervision system was, whether it was sustainable (human resources and cost), and how it could be reformed to improve sustainability and efficiency. Teaching workloads of both staff and students needed to be assessed, as was the motivation for UTOs to supervise undergraduates.

**a) Proposed increase in supervision intercollegiate re-charge rates**

The Committee discussed a proposal to change the methodology of the intercollegiate re-charge rates for supervisions, following a discussion held at a recent meeting of the Bursars' Business Committee:

Paper 2	Justice for Supervisors campaign proposal
Paper 3	BBC minute extract
Paper 4	Intercollegiate re-charge rate counter proposals

The Committee agreed that a standard multiplier of x2.5 to an hourly rate was suitable for creating a payment rate for supervisions, which was within the amount of preparation time expected of an average CTO contract and aligned with UCU-stated sector norms. It was questioned whether equating the pay level of a typical supervisor to that of an academic not expected to conduct research, and therefore adopting an hourly rate from a junior academic salary, was appropriate.

Pegging an hourly rate to the supervision group size of two students appeared appropriate, given it was the most common group size. The Committee could not agree, however, on how to adjust that payment rate to other group sizes: given the range of subjects and appropriate teaching methods depending on them, it was impossible to establish a one-size-fit-all rule, so it would not be appropriate to establish a system of incentives and disincentives through the payment rates. There were advantages and disadvantages to the various proposals, and the Committee discussed at length both a straight line gradient and various types of curve.

Given the clear pedagogical reasons for, respectively, either singleton supervisions or large group teaching, it was difficult to relate preparation time directly to all types of supervision. However, setting distinct rates for different types of supervision, or those that delivered them, was felt to introduce an unnecessary level of complexity. Supervision norms already agreed suggested supervisor group sizes for a number of subjects.

The first suggested counterproposal from the Bursars' Business Committee was preferred by many members of the Committee. This altered the campaign's original proposal by instead applying a x2.5 multiplier to a group size of two students, with -0.25/0.25 additional multipliers applied to smaller/larger group sizes. However this resulted in an average increase of 18% to the current pay rates, which was unlikely to be supported by all Colleges. A review of the supervision system, with a reduction of the quantity of supervisions given, would need to be achieved before such a significant pay increase could be implemented. The Committee concluded that it was not in a position to make an informed suggestion on a counterproposal, given the extensive implications it would have to both undergraduate teaching and College finances.

**The Executive Secretary and Matthew Russell would report the Committee's discussions to the next meeting of the Bursars' Business Committee.**

**b) Undergraduate supervisor workload and pay rate survey (minute STBC.22.72, 12 June 2023)**

The Committee previously suggested amendments to a draft survey created by representatives of the 'Justice for Supervisors' campaign, to gather information on workloads and payment rates of undergraduate supervisors. The representatives responded with the following feedback:

Paper 5 Undergraduate supervisor survey

The Committee reiterated its strong view that survey responses required validation against available CamCORS data, and therefore the survey needed to be non-anonymous. A question requesting information on preparation time needed the respondent to specify the time taken for each element of preparation, to provide useful data.

**The Executive Secretary would return the Committee's views to the campaign representatives.**

**STBC.22.83 Legal Affairs and Employment Sub-Committee of the Bursars' Committee**

The Committee discussed two matters from the Bursars' Legal Affairs and Employment Sub-Committee, following its previous meeting on 16 June 2023:

**a) Protocol for the sharing of serious misconduct decisions (minute STBC.22.55, 15 May 2023)**

The Committee received a revised draft created by Matthew Russell, of a protocol to share information about cases of serious misconduct across Colleges and the University, following a review by the Bursars' Legal Affairs and Employment Sub-Committee:

Paper 6	Protocol for the sharing of serious misconduct decisions
Paper 7	DPIA – UG supervisors and serious misconduct
Paper 8	Minute extract from LA&E Sub-Committee

Matthew Russell reported that only minor changes had been made to the protocol, however the Legal Affairs and Employment Sub-Committee had suggested further extensions of the protocol to cover academic references and those academics not engaged in undergraduate teaching.

**The Committee agreed that the protocol should be enacted without further change, for a review and further work on their expansion in the next academic year.**

**b) University policy on Staff-Student Relationships**

The Legal Affairs and Employment Sub-Committee received an oral update from the University's HR Division, concerning a revised strategy on personal relationships between staff and students. The Committee received an updated version of the policy and several consultation questions for its consideration:

Paper 9	Summary paper: Staff Student Relationships
Paper 10	Updated Staff Student Relationships policy and consultation questions

**The Committee agreed that the consultation questions should be sent to Senior Tutors as a survey by the HR Division.**

**STBC.22.84 Operational Subcommittee of the Joint Wellbeing Committee**

The Committee was requested to discuss two matters from the Operational Subcommittee of the Joint Wellbeing Committee, following its previous meeting on 25 May 2023:

Paper 11	JWC Operational Subcommittee Unconfirmed Minutes 25 May 2023
----------	--

**a) Support for transgender and non-binary students**

The Operational Subcommittee had discussed the issue of support for trans and non-binary students, which culminated in the production of the following gap analysis paper to outline current provision and potential gaps in support for those students:

Paper 12 Trans and non-binary student support – gap analysis

Alice Benton reported that discussions were currently underway within the University's Education Services for the creation of an EDI resource to support staff and students, the intention was for the gap analysis paper to be given to that resource once in post for review.

**b) Support for Care-Experienced and Estranged Students**

The Operational Subcommittee received a presentation from Kirstyn Kedaitis (Widening Participation Coordinator for Priority Groups) in relation to her work with care-experienced and estranged student groups. The following recommendations were made by Kirstyn Kedaitis for the attention of the Committee:

Paper 13 Care-Experienced and Estranged Students

Paul Chirico (F) was the outgoing holder of the 'Champion for Care-Experienced and Estranged Students'. He believed the role in its current format was unnecessary, it did not need to be filled by a Senior Tutor and champion roles within each College would be more useful. It was apparent that ascertaining which students were Care Leavers or Estranged was difficult, as the category was self-reported during the admissions process and then data not updated or collated centrally.

**The Committee recommended that Kirstyn Kedaitis' paper should be circulated to Senior Tutors and Bursars, to highlight whether Colleges were not meeting baselines as it was suggested.**

**STANDING ITEMS OF BUSINESS**

**STBC.22.85 Matters arising from Standing Committees**

**a) Senior Tutors' Committee**

The Senior Tutors' Committee has not met since the Committee's previous meeting.

**b) Admissions Forum**

The Admissions Forum minutes of 2 June 2023 are circulated for information:

Paper 14 Admissions Forum – Minutes 2 June 2023

**c) Postgraduate Tutors' Committee**

The Postgraduate Tutors' Committee minutes of 1 June 2023 are circulated for information:

Paper 15 Postgraduate Tutors' Committee – Minutes 1 June 2023

**d) Senior Tutors' Education Committee**

The Senior Tutors' Education Committee minutes of 9 June 2023 are circulated for information:

Paper 16 STEC – Minutes 9 June 2023

**STBC.22.86 Membership of Committees**

The Committee received a report of Senior Tutor representations:

Paper 17 List of Senior Tutor intercollegiate and University commitments

The Committee considered the following vacancies:



<i>on ...</i>	<i>replacing ...</i>
Examination and Assessment Committee	Robert Hunt (CHR) from October 2023
Infectious Diseases Committee	Robert Henderson (EM)
Postgraduate Admissions Committee	Andrew Spencer (CAI)
Precautionary Action Task and Finish Group: 1 additional Senior Tutor sought (Toni Williams (G) has agreed to serve)	<i>new</i>

## OTHER BUSINESS

### STBC.22.87 Thanks

The Committee noted this was the last meeting of Sam Lucy. The Committee thanked her for her commitment and significant contributions to the work of the Committee and the Collegiate University more widely.

### STBC.22.88 Future meetings

Meeting dates of the Committee in 2023-24 (shown in ordinary type), to take place on Mondays at 2pm (unless otherwise stated) are set out below (the dates of meetings of the Senior Tutors' Committee being shown in addition in italic type):

23 October 2023	<i>3 November 2023</i>
20 November 2023	<i>1 December 2023</i>
<b>Tues</b> 6 February 2024	<i>16 February 2024</i>
4 March 2024	<i>15 March 2024</i>
<b>Tues</b> 14 May 2024	<i>24 May 2024</i>
1 July 2024	<i>12 July 2024</i>

2023-07-10 STBC minutes

Malcolm Millbrook  
10 July 2023