

Senior Tutors' Committee

Minutes of a meeting held at 2:15 pm on Friday 29 October 2021 at Christ's College

The meeting was chaired by Marina Frasca-Spada (CC): the minute taker was Matthew Russell (Office of Intercollegiate Services).

Attendance: Please note that blank cells below represent Colleges that were not represented at the meeting.

Christ's	Robert Hunt
Churchill	Rita Monson
Clare	Jackie Tasioulas
Clare Hall	
Corpus Christi	Marina Frasca-Spada
Darwin	Duncan Needham
Downing	Guy Williams
Emmanuel	Robert Henderson
Fitzwilliam	Paul Chirico
Girton	Sandra Fulton
Gonville & Caius	Andrew Spencer
Homerton	Penny Barton
Hughes Hall	Tori McKee
Jesus	Geoff Parks
King's	
Lucy Cavendish	Jane Greatorex

Magdalene	Stuart Martin (Assoc. Sec.)
Murray Edwards	Michelle Gemelos
Newnham	Liba Taub
Pembroke	Robert Mayhew
Peterhouse	Stephen Hampton
Queens'	Andrew Thompson
Robinson	David Woodman
St. Catharine's	Holly Canuto
St. Edmund's	Judith Bunbury (Assoc. Sec.)
St John's	Richard Partington
Selwyn	Mike Sewell
Sidney Sussex	Max Beber
Trinity	Sachiko Kusakawa
Trinity Hall	Clare Jackson
Wolfson	Susan Larsen
CSU: UG President	Zak Coleman (JE)
CSU: PG President	Anjum Nahar (MUR)

In attendance:

University	Graham Virgo, Senior Pro-Vice-Chancellor (Education) Alice Benton, Head of Education Services Natalie Acton, Head of Student Wellbeing (minute STC.21.7)
Colleges	Richard Anthony (JE), Secretary of the Bursars' Committee Sam Lucy (N), Director of Undergraduate Admissions Pippa Rogerson (CAI), Deputy Chair of Colleges' Committee Michael Sutherland (CC), co-Chair of the Admissions Forum (minutes STC.21.8-10) Emily Tomlinson (CHR), co-Chair of the Admissions Forum (minutes STC.21.8-10)
OIS	Diane Brooker, Office Manager Malcolm Millbrook, Deputy Head Matthew Russell, Head

There was no reserved business at this meeting

There were no declarations of conflicts of interest.

STC.21.1 Minutes of the meeting held on 16 July 2021

The minutes of the meeting on 16 July 2021 were approved as a true record.

STC.21.2 Welcome

The following were welcomed to their first meeting in their new roles:

- Tori McKee (HH)
- Rita Monson (CHU)
- Robert Mayhew (PEM)
- Sachiko Kusakawa (T), Acting Senior Tutor
- Richard Partington (JN, formerly CHU)
- Richard Anthony (JE), Secretary of the Bursars' Committee

STANDING REPORTS

STC.21.3 Reports of the Vice-Chancellor and Senior Pro-Vice-Chancellor (Education)

The Senior Pro-Vice-Chancellor (Education) reported:

- a. the Office for Students had raised a matter of concern to the Competition and Markets Authority (CMA) about the introduction in 2021-22 of a new clause in the undergraduate terms of admission relating to how the University and Colleges would manage student matriculation in the event of over-subscription. The University had provided a substantial response to the CMA, with the support of a number of officers of the Senior Tutors' Committee and staff in the Cambridge Admissions Office, and was awaiting a response. It was noted that the over-subscription clause had not had to be used in the 2021-22 admissions round.
- b. The Higher Education (Freedom of Speech) Bill was working its way through the parliamentary systems and was expected to be enacted at some point this academic year. As the Bill currently stood, the University, the Cambridge Student Union and the Colleges would be subject to the resulting Act and its duties, which included the development and annual publication (separately) of a Code of Practice on Freedom of Speech, and the oversight of such matters by the Office for Students. It was currently not settled whether College unions (JCRs, MCRs, etc.) would also be subject to the Act, and recent discussions between representatives of the University and the Colleges had outlined the operation of College student unions to support the view they should be exempted.
- c. A Working Group to review the concept of the introduction of a Reading Week in Michaelmas and Lent Terms had met over the Long Vacation 2021, which would result in a consultation later this Term to Faculties, Departments and Colleges, with the expectation of feedback being received by January 2022 for further review.

STC.21.4 Report of the Chair of the Committee

The Chair of the Committee reported that a new Suicide Prevention and Response Strategy was in the final stages of development, with an expectation that it would be adopted by the University (through its Council) and the Colleges by the end of Michaelmas Term 2021. The Strategy would be considered at the next formal meeting of the Committee, and otherwise discussed beforehand at an informal meeting of Senior Tutors. The Chair also noted a current survey of Senior Tutors to assess how many had taken up the concept of the "emergency contact" procedures and form circulated last year: the results would be circulated once all Colleges had taken the opportunity to respond, and Senior Tutors were reminded to do so if they had not already.

STC.21.5 Report of COVID-related business

Robert Henderson (EM) as Chair of the COVID Management Committee (CVMT) provided the Committee with a brief update on the current levels of COVID within the City and the University environs. He noted that:

- student participation in the asymptomatic testing programme was at similar levels to Easter Term 2021, and was currently considered to be effective.
- the majority of positive cases across the Collegiate University were currently among University staff, with the assumption that infection is being spread through their contact with under-18s (currently the most highly-infected group in the City): the expected surge of infections in the 18-24 age group was less than anticipated.
- The delta-plus variant was still considered to be a “variant of interest”, given that it was 10% more infective than the delta variant: the delta variant remained the dominant strain at present.
- Addenbrooke’s remained busy as a result of the amount of catch-up work it was undertaking: COVID case levels remained at similar levels to previously.

PRINCIPAL AND SUBSTANTIVE BUSINESS**STC.21.6 Chair of the Senior Tutors’ Committee**

The Committee noted that Marina Frasca-Spada (CC) had been appointed formally as the Vice-Chancellor’s Deputy as Chair of the Senior Tutors’ Committee from 1 October 2021 until such time that the Senior Tutors’ Committee reforms its constitution into Terms of Reference (which it did later in this same meeting). Marina is to be designated as both Chair and Secretary of the Senior Tutors’ Committee (for the purposes of references to both posts in University Regulations and elsewhere).

STC.21.7 Strategic Review of Mental Health Provision

Natalie Acton attended the meeting for this item.

The Committee received a copy of the near-final report from the external consultants (SUMS) and their recommendations for the future management of mental health provision. It also received the minutes of the discussion of the report and associated proposals at the Business Committee on 6 October 2021, at the Standing Committee on Student Finance and Welfare on 11 October 2021, and at the Bursars’ Committee on 21 October 2021:

Paper 1	Strategic Review of Mental Health: Slidedeck summary
Paper 2	Strategic Review of Mental Health: Draft final report (100 pages)
Paper 3	Strategic Review of Mental Health: Consultation schedule and interim governance arrangements proposal
Paper 4	Minute of the Senior Tutors’ Business Committee on 6 October 2021
Paper 5	Minute of the Senior Tutors’ Standing Committee on Student Finance and Welfare on 11 October 2021
Paper 6	Minute of the Bursars’ Committee on 21 October 2021

In her presentation, Natalie Action outlined:

- feedback on the draft final report, from a range of bodies and stakeholders, including the Bursars’ Committee, the Colleges’ Committee (at a Café event in September 2021), the Cambridge Student Union, the Postgraduate Committee, the General Board’s Education Committee as well as from Heads of School, Senior Tutors and College Nurses.

- the main implications for Colleges should the proposals be taken forward, which included:
 - the introduction of a triage process in Colleges by trained professionals, who would form a cross-Cambridge network.
 - the concept in Colleges of a “team approach” to student mental health management, including staff managed by the College and University staff embedded within the College (a “hub and spokes” model of provision), and including both reactive and proactive elements of support (including the expectation of a College programme of wellbeing activities).
 - changes to the provision of training and support for staff working in the mental health area of provision.
 - a higher degree of data sharing, both in terms of casework management and statistical evidence to demonstrate effectiveness of the approach. This would include a migration to a “consent to share” approach in contrast to the current assumption in many quarters that information would not and could not be shared.
 - a reform of the governance structures overseeing mental health provision across Cambridge.
- the approach being taken by the project steering group to outline the likely costs of both the new model of provision and the transition to it.
- the expectation that the project steering group proposed response to the report will be finalised within the next week or so, and then be presented at a “Friday at 9” meeting on 12 November 2021, prior to requesting Colleges and the University to consider their formal responses to the report and the response and costings. It was noted that the University Council expected to consider the proposals at its meeting on 13 December 2021, at which it would expect to receive a clear indication of the level support for the proposals from Colleges.

In the discussion, it was noted:

- a. the summary of the feedback from all of the different constituents to date was helpful and very positive in its overall support for the direction of travel. The Committee further observed that consultation on the Mental Health Review had to date felt to have been comprehensive and inclusive, resulting in a strong consensus view from all constituents. This approach would be helpful also in future implementation phases. Some concerns were expressed about how the implementation of any proposal would proceed, and that some Colleges might find it challenging to commit their support without prior commitment and reformed delivery of serviced by the University. This was particularly noted in the context of sharing of statistical information and casework data by the University Counselling Service and the Disability Resource Centre. These concerns were acknowledged by the University representatives, who stressed that College support for the proposal model would be instrumental in securing the necessary resources for early reform.
- b. in spite of this, there was some concern expressed that the proposed timetable of both approval and implementation was unrealistic. The project steering group, and the University’s Council, were advised that an aggressive timetable may well be counter-productive if some areas of the Collegiate University were resistant to the proposals, and that further efforts to build a consensus in the shorter term would likely yield better results overall.
- c. work would be needed to come to a shared view across the Collegiate University that mental health support and provision was not just “a College matter”: while Colleges were the focus of pastoral support, much of the proactive work to alleviate pressures on students would need to be enacted in Faculties and Departments (at both undergraduate and postgraduate level). Natalie Acton reassured the Committee that many responses from individual Faculties and Departments had recognised this point.

- d. the proposed model was not unanimously supported by all Colleges: one Senior Tutor stressed that the welfare team in their College was of the view that the proposed model would be less effective than their current local provision.
- e. concerns were also expressed by the extent to which the University and the Colleges could rely on external services from the NHS, though it was noted that Colleges that had good connectivity with NHS services had found this to be invaluable.
- f. the concept of Student Wellbeing Advisers had been adopted by other institutions elsewhere. Lessons learned would include anticipating increased demand for services during the transition phase and the need to guard against staff turnover and the loss of institutional memory as a result.
- g. it would be helpful for the proposal to provide a clear outline of the role of the proposed Student Wellbeing Advisor in Colleges, including clarity on what level of administrative support such posts would need. Natalie Acton clarified that the response would include a full role description for the proposed post, but that it would be made clear that Colleges could provide those functions through different management structures and roles in their Colleges: there was no expectation of a common post across all Colleges.

In summary, the Committee concluded that:

- i. most, but not all Colleges, had indicated strong support for the proposals and the direction of travel, but that much would depend on the response plan and costings being developed by the project steering group, and in particular how it addressed the concerns outlined above.
- ii. the extent to which Colleges would commit to the proposals depended heavily on their individual perception of the effectiveness of their current local (in-College) provision: this was anecdotally very varied across Colleges.

The Committee noted that the proposed response plan and detailed costings of the proposal were expected to be made available to Colleges for internal discussion in the first week of November 2021, and would otherwise be discussed later this Term at a “Friday at 9” meeting (12 November 2021), the Senior Tutors’ Committee (26 November 2021) and Colleges’ Committee (4 December 2021) as well as within individual Colleges.

The Committee otherwise agreed, for its part, to support the proposed interim governance arrangements outlined in Paper 3, noting that they had the support of the Business Committee.

STC.21.8 Undergraduate Admissions Assessments Audit

Michael Sutherland and Emily Tomlinson attended the meeting for this item.

The Committee received for information copies of the final report of a Working Group commissioned by the Colleges’ Standing Committee for the reform of the current undergraduate admissions assessments, along with the minute noting the consideration of the report by the Colleges Standing Committee (22 July 2021) and a response to both these papers from the Admissions Forum and the minute of the discussion of the Business Committee on 6 October 2021:

- Paper 7 Undergraduate Admissions Assessment Audit: report
- Paper 8 Minute from the Colleges’ Standing Committee, 22 July 2021
- Paper 10 Minute of the Senior Tutors’ Business Committee on 6 October 2021

Emily Tomlinson (CHR) reported on discussions that had taken place at the Admissions Forum meeting in August 2021, and further discussions on 1 October 2021 as part of the end-of-round discussions. She noted the strong recommendations of the Colleges' Standing Committee, and that many of the recommendations overlapped with the conclusions and recommendations of the Strategic Review of Admissions and Outreach (SRAO).

Emily Tomlinson reported that the Admissions Forum concurred with the conclusions of the Colleges' Standing Committee, with the exception of the discontinuation of the pre-admission assessments for Veterinary Medicine, where there was representation at the meetings that the applicant profile should be considered as a special case.

Consequently, the Senior Tutors' Committee approved the following outcomes from the audit review (accepting the recommendations from both the Colleges' Standing Committee and the Admissions Forum):

- i. the development of de-selection threshold guidance based on GCSEs in all subjects.¹
- ii. the routine distribution of information on typical offers for candidates in all subjects.¹
- iii. additional research into the use of the new numerical GCSE grades for predicting A-level performance.
- iv. transparency of GCSE and A-level profiles of successful candidates.¹
- v. establishing consistency in the requirements for pre-submitted written work.¹
- vi. identifying and publishing indicators of English language competence at the point of application.
- vii. annual monitoring of the fees for public or additional tests, for those subjects that use them.
- viii. a moratorium on the spending of intercollegiate sums on additional admissions assessments.
- ix. a review of governance arrangements in a number of areas.¹
- x. adjustments from the 2023 round of admissions to the following current assessments:

Engineering

- the continuation of the current admission assessment.

Natural Sciences

- the continuation of the current admission assessment.

Economics

- the discontinuation of the current admission assessment.
- the alternative introduction and use of TMUA (a public test used by other universities).
- the pre-assessment of English language competency in a consistent format.

English

- the discontinuation of the current admission assessment.
- the development of de-selection guidance (see i above).

Land Economy

- the discontinuation of the current admission assessment (TSA).
- the development of de-selection guidance (see i above).
- the pre-assessment of English language competency in a consistent format.

¹ This recommendation also arises from the separate Strategic Review on Admissions and Outreach (see minute CS.20.150 below).

Emily Tomlinson outlined the manner in which items i-ix would be taken forward:

- i. the Admissions Research Steering Group would be asked to research GCSE results and profiles to support the development of de-selection threshold guidance based on GCSEs, where these did not already exist. Where they already existed, subject convenors would be asked to confirm their consistent use across Colleges.
- ii. subject convenors would be asked to provide, for publication to applicants, information on typical offers for candidates in all subjects, as part of the SRAO recommendation to converge practice across Colleges.
- iii. see i above.
- iv. see ii above.
- v. subject convenors would be asked to provide clear and consistent information about the requirements for the pre-submission of written work for interviewees, noting the SRAO recommendation to make these consistent across Colleges.
- vi. a review of the current practices and standards of other Russell Group universities would be conducted, with a view to refreshing the current guidance.
- vii. the Admissions Forum would in future annually receive the costs incurred for all public or internal pre-admissions assessments.
- viii. the proposed moratorium was noted and accepted.
- ix. this recommendation was not specifically a matter for the Admissions Forum, but it awaited a report on discussions being held elsewhere.

In response to a question from Zak Coleman, it was clarified that de-selection criteria used to remove applicants prior to interview operated well in several subjects already, that they were based on substantial prior research, and that they included guidance to contextualise applications from those with widening participation markers.

The Committee discussed two pre-admissions assessments proposed for discontinuation:

- a. **English** – the Chair reported that she had received a submission from the Directors of Studies in English subsequent to the discussions at the Admissions Forum. It requested that the ELAT should continue as, although it was not used for de-selection, it was considered helpful by some Colleges in distinguishing between candidates at interview. The submission noted a number of proposals, including one where a Faculty equivalent of the ELAT would be taken, but may or may not be marked. The Committee noted the concerns and the recommendation of the report that assessment was undertaken by pre-submitted written work and appropriate exercises at interview, and therefore agreed to discontinue the ELAT. **The Chair agreed to share the submission with the officers of the Admissions Forum.**
- b. **Veterinary Medicine** – the Committee noted there was no clear recommendation about the discontinuation of the NSAA for applicants for Veterinary Medicine from the Admissions Forum but that its discontinuation had been supported by the Colleges' Standing Committee, as a result of the recommendation in the report that its use be discontinued because of the low levels and different College approaches to de-selection using the NSAA, and the possible alternative of re-introducing the use of the BMAT (a public test). It received a comment from the Veterinary Education Committee that it felt it was the body that should make the decision about the NSAA, but had noted that it was the Colleges that funded the assessments: it was not clear what mechanism could be adopted if the Veterinary Education Committee instead decided to continue the use of the assessments. It was further suggested that the challenges of assessing applicants (and especially the concerns over the strong science-based structure of the course) should be part of the ongoing Veterinary Medicine Curriculum Review, which was generally supported by the Committee. **Given the current lack of consensus, the Committee agreed to consider the matter further at its next meeting.**

It further noted concerns raised by the Admissions Forum about the consideration of merging the Engineering and Natural Sciences assessments, noting that those proposals had subsequently been explored and dismissed as impractical.

Finally, it was noted that the Cambridge Students Union continued to be opposed to any model where the applicants paid for the pre-admissions assessments offered by the Collegiate University.

STC.21.9 Strategic Review of Admissions and Outreach (27 April 2021, minute CS.20.97)

Michael Sutherland and Emily Tomlinson attended the meeting for this item.

The Committee received the report and executive summary from the Strategic Review on Admissions and Outreach, noting that the latter had been formally submitted to the Office for Students by the University as part of its commitments in the Access and Participation Plan. It also received minutes noting the consideration of the report by the Colleges Standing Committee (22 July 2021), and by the Business Committee (6 October 2021):

- Paper 11 Strategic Review on Admissions and Outreach: executive summary
- Paper 12 Strategic Review on Admissions and Outreach: full report
- Paper 13 Minute from the Colleges' Standing Committee, 22 July 2021
- Paper 14 Minute of the Senior Tutors' Business Committee on 6 October 2021

The Committee noted that the report included 19 interlinked recommendations and considered each of these in turn at the meeting. **With the exceptions noted below, the Committee supported and endorsed the recommendations in the report:**

- a) a number of the recommendations had also been identified in the Admissions Assessment Audit: these were largely related to matters of operational clarity and consistency (recommendations 4-12). The Committee supported all of these recommendations, noting the work would need to be undertaken by the Director of Undergraduate Admissions and the Admissions Forum, in consultation with subject convenors and Directors of Studies Committees. **In approving these recommendations, the Committee stressed the impracticalities of reaching detailed and rigid consistency across Colleges on all of these items, and noted that "further movement towards greater consistency" should be adopted pragmatically.** It noted an implementation plan would need to be drawn up in due course.
- b) some of the recommendations concerned matters not within the direct jurisdiction of the Committee, especially those relating to financial matters and funding, or to the wider issues of governance (recommendations 13-14, 16-19). **For its part, however, the Committee supported these recommendations while awaiting further details.**
- c) recommendation 2 stated that there should be "consideration of a system of reallocation of applicants in a given subject from over- to under-subscribed Colleges". From discussions in other fora, it was apparent there was no clear consensus at the Committee of the need for a system of reallocation (nor, if one were to be introduced, what the principles of such a system would be). At this stage, therefore, **the Committee agreed that the recommendation should be discussed further at an informal meeting of Senior Tutors in the first instance (as suggested in recommendation 3).** It was further noted that the report had suggested there were some "outlier" Colleges relating to differential de-selection: the report had made it clear that further research and investigation into the complex factors contributing to that initial view was needed, and this work was already being taken forward by the Admissions Research Steering Group.
- d) recommendation 15 stated that there should be "adoption of the new UK outreach strategy framework". Again, from discussions in other fora, it was apparent there was no clear consensus

at the Committee on the changes to the current Area Links Scheme suggested in the report, and a high degree of concern over the practicalities of the “outreach strategy framework” proposed in the executive summary. At this stage, therefore, **the Committee agreed also that the recommendation should be discussed further at an informal meeting of Senior Tutors in the first instance.**

STC.21.10 Proposals relating to changes to the undergraduate application form (preferences relating to applications to Murray Edwards and Newnham Colleges)

Michael Sutherland and Emily Tomlinson attended the meeting for this item.

Michael Sutherland (CC) presented the discussions relating to a proposal, raised initially at the Undergraduate Admissions Committee (UAC), at the UAC and at the Admissions Forum, relating to changes to the undergraduate application form to include an “opt out” mechanism for students who wanted to express a preference not to be allocated to Murray Edwards and Newnham Colleges:

Paper 15 Consideration of an Opt-Out Option for Women-Only Colleges

Attention was drawn particularly to the mixed views expressed at the Admissions Forum and the concerns raised by Murray Edwards and Newnham Colleges about how the matter had been raised and discussed at both UAC and the Admissions Forum, and how no consideration appeared to have been given to either the scale of the issue or how the matters were currently managed at the two Colleges. The Committee also noted the wider concerns expressed about the consideration of a single protected characteristic only, and that the issue had not been correctly placed in the context of wider concerns raised in the Strategic Review on Admissions and Outreach about the re-distribution of undergraduate applications. It was further reported that UCAS were also reviewing their practices on the recording of “gender” in their application process, and that this may also affect how the Colleges should consider the matter in due course.

The Committee further noted that neither the UAC or the Admissions Forum had consulted with current students and applicants, and the need more generally for more evidence or research before an informed decision could be made. Members of the Committee had also expressed concerns about the lack of clarity at both UAC and the Admissions Forum about where and how a decision on the matter should be reached: this would hopefully be resolved by the work on academic governance taking place currently elsewhere. **It therefore agreed to defer discussion of the matter until the UCAS process changes clear.**

STC.21.11 Senior Tutors’ Committee: Revised Terms of Reference

The Committee received and adopted an updated version of the ongoing development of terms of reference for the Senior Tutors’ Committee’s Terms of Reference, prepared by the Chair and Head of OIS, and supported by the Business Committee at its meeting on 6 October 2021:

Paper 16 Draft Terms of Reference: Senior Tutors’ Committee

Attention was drawn specifically to the new sections that outlined how the Committee would make decisions, highlighting the aim for achieving consensus of views.

It was suggested at the meeting that the Chair(s) of the Admissions Forum and the University’s Director of Recruitment, Admissions and Participation should also be included in the list of those attending the Committee. The matter was referred to the Business Committee for further discussion.

OTHER BUSINESS**STC.21.12 Publication of digests of minutes**

The Committee received and approved proposals for the management of public information about its minutes, subject to a minor amendment to make clear when Committee members could and could not share papers within their Colleges, noting that it paralleled arrangements that already operated for the Bursars' Committee and its sub-committees:

Paper 17 Privacy Statement

STC.21.13 Postgraduate Admissions Allocator: operation in 2022 admissions round

The Committee received and approved proposals for the operation of the Postgraduate Admissions Allocator in the next admissions round, which included the introduction of a mechanism to switch off Colleges that reached their minimum numbers of non-doctoral students (as well as doctoral students) to assist all Colleges in reaching their target numbers swiftly:

Paper 18 *Postgraduate admissions allocator and the Additional Masters*

OTHER MATTERS FOR DECISION**STC.21.14 List of Subject Convenors, 2021-22**

The Committee received and approved the list of subject convenors for 2021-22:

Paper 19 List of Subject Convenors, 2021-22

STC.21.15 Membership of Sub-Committees and Other Bodies

The Committee approved the following proposals for representation on other committees:

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

The Committee also noted relevant appointments made by other bodies:

<i>on...</i>	<i>appointment of...</i>	<i>replacing...</i>
Senior Tutors' Committee (Bursarial representative)	Richard Anthony (JE)	Lesley Thompson (LC)
Student Welfare & Finance (Bursarial representative)	Rob Hopwood (MUR)	Edward Knapp (T)
Joint Committee on Childcare for Students (Chair, VC appointment)	Tori McKee (HH)	

It otherwise received for information, noting that any errors should be noted to the Office of Intercollegiate Services:

Paper 20 List showing representative memberships as at 14 October 2021

STANDING BUSINESS – MATTERS FROM STANDING COMMITTEES

STC.21.16 Senior Tutors' Business Committee

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

Paper 21 Minutes of the meeting on 6 October 2021

STC.21.17 Reports of Standing Committees

a) Standing Committee on Student Finance and Welfare

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

Paper 22 Minutes of the meeting on 11 October 2021

Sandra Fulton (G), as Chair of the Standing Committee, drew attention to:

- i) minute 4.2: Bystander initiative – please note the links in the minutes to existing provision, and the discussion about future provision and ownership.

b) Postgraduate Tutors' Committee

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

Paper 23 Minutes of the meeting on 14 October 2021

Duncan Needham (DAR), as Chair of the Standing Committee, drew attention to:

- i) minute 21.37.1: Guidance notes for Postgraduate Tutors – please note the link to this document on the PTC Sharepoint site:

<https://docs.google.com/document/d/125UJM4ySFqd-XDwffg16mwY-3ipeoUlGx9j7AkD4iHs/edit?usp=sharing>

- ii) minute 21.37.2.1: Admissions update – a brief summary of admissions statistics is outlined.
- iii) minute 21.37.2.2: Admissions data on Tableau – new reports to help manage postgraduate admissions in real time have been produced.

c) Standing Committee on Education

The minutes and relevant papers of the most recent meeting were received for information:

- Paper 24 Minutes of the meeting on 15 October 2021
- Paper 25 *Medicine and Veterinary Medicine Curriculum Review - Discovery Phase report*
- Paper 26 *Initial review of grade inflation 2020-21*

Jackie Tasioulas (CL), as Chair of the Standing Committee, drew attention to:

- i) minute 4: Clinical Medical Programme Exam Preparation Courses – the Committee noted concerns about students seeking funding from Colleges for additional learning support from external bodies and has agreed to investigate how widespread this might be in other courses. Senior Tutors are invited to note the request to inform students that additional (external) courses are unnecessary.
- ii) minute 5: Medical and Veterinary Medicine Curriculum review – a paper outlining progress to date is provided for information.
- iii) minute 6.5: Initial review of grade inflation 2020-21 – a paper outlining progress to date is provided for information, noting it confirmed some examples of significant grade inflation.

STANDING BUSINESS – ADMISSIONS MATTERS

STC.21.18 Reports from the Undergraduate Admissions Committee and the Admissions Forum

The Committee received for information:

Paper	Committee/body	Date of meeting
27	Undergraduate Admissions Committee (UAC)	4 October 2021
28	Admissions Forum (AF) <i>Undergraduate Financial Guarantees for Undergraduate Students</i>	9 August 2021
29		15 October 2021
30		

Sam Lucy (N), as Director of Undergraduate Admissions, drew attention to:

- i) AF: Financial guarantee practices – Senior Tutors are requested to clarify the expectations on this with their Bursaries, as noted in the paper provided.

STC.21.19 Report on the 2021 admissions round

The Committee received for information a report and data relating to admissions resulting from the 2021 round:

Paper 31 Data on admissions in 2021-22

STC.21.20 Update on arrangements for the 2022 admissions round

The Committee received for information a paper outlining arrangements for the 2022 admissions round:

Paper 32 *Admissions in 2021*

REPORTED BUSINESS**STC.21.21 Minutes and Reports from Other Intercollegiate Committees**

The Committee received the following minutes since the last meeting:

	<i>Meetings since last STC</i>
Admissions Audit Steering Group	8 October 2021
Admissions Forum	9 August 2021
Cambridge Outreach Strategy Group	7 October 2021
Colleges' Committee	10 July 2021
Colleges' Standing Committee	22 July 2021 5 October 2021
Bursars' Committee	21 October 2021
University and Colleges Joint Committee	6 July 2021

STC.21.22 Minutes and Reports from Committee Representatives on University Committees and Joint Committees

The Committee received the following minutes since the last meeting:

	<i>Meetings since last STC</i>
University and Colleges Joint Committee	6 July 2021
Cambridge Outreach Strategy Group	7 October 2021
Postgraduate Admissions Committee	<i>none</i>

FINAL DISCUSSIONS**STC.21.23 Advice to students on working in Term time**

Prior to the meeting, one College had raised as an item of future business a review of the current guidance to undergraduate and postgraduate students about paid employment during Term. **Senior Tutors agreed to solicit views on the matter by circulation in the first instance.**

STC.21.24 **Future meetings**

Members were invited to note the remaining meeting dates for 2021-22: all meetings would take place at 2:15 pm, with coffee served from 2:00 pm:

<u>Date</u>	<u>College</u>
26 November 2021	Churchill College
11 February 2022	<i>to be confirmed</i>
11 March 2022	<i>to be confirmed</i>
27 May 2022	<i>to be confirmed</i>
15 July 2022	<i>to be confirmed</i>

STC.21.25 **Record of thanks**

The Committee thanked the Master, Senior Tutor and Fellows of Christ's College for their hospitality.

2021-10-29 STC minutes

Dr M Russell
1 November 2021

Senior Tutors' Committee

Minutes of a meeting held at 2:15 pm on Friday 26 November 2021 at Churchill College

The meeting was chaired by Marina Frasca-Spada (CC): the minute taker was Matthew Russell (Office of Intercollegiate Services).

Attendance: Please note that blank cells below represent Colleges that were not represented at the meeting.

Christ's	Robert Hunt
Churchill	Rita Monson
Clare	Jackie Tasioulas
Clare Hall	Holly Hedgeland
Corpus Christi	Marina Frasca-Spada
Darwin	Duncan Needham
Downing	Guy Williams
Emmanuel	Robert Henderson
Fitzwilliam	Paul Chirico
Girton	Sandra Fulton
Gonville & Caius	Andrew Spencer
Homerton	Penny Barton
Hughes Hall	
Jesus	Geoff Parks
King's	
Lucy Cavendish	Jane Greatorex

Magdalene	Stuart Martin (Assoc. Sec.)
Murray Edwards	Michelle Gemelos
Newnham	Liba Taub
Pembroke	Robert Mayhew
Peterhouse	Stephen Hampton
Queens'	Andrew Thompson
Robinson	David Woodman
St. Catharine's	Holly Canuto
St. Edmund's	Judith Bunbury (Assoc. Sec.)
St John's	Richard Partington
Selwyn	Mike Sewell
Sidney Sussex	
Trinity	Sachiko Kusakawa
Trinity Hall	Clare Jackson
Wolfson	Susan Larsen
CSU: UG President	Zak Coleman (JE)
CSU: PG President	Anjum Nahar (MUR)

In attendance:

University	Stephen Toope, Vice-Chancellor Graham Virgo, Senior Pro-Vice-Chancellor (Education) Alice Benton, Head of Education Services
Colleges	Richard Anthony (JE), Secretary of the Bursars' Committee Sam Lucy (N), Director of Undergraduate Admissions Pippa Rogerson (CAI), Deputy Chair of Colleges' Committee
OIS	Malcolm Millbrook, Deputy Head Matthew Russell, Head

There was no reserved business at this meeting

There were no declarations of conflicts of interest.

STC.21.26 Minutes of the meeting held on 29 October 2021

The minutes of the meeting on 29 October 2021 were approved as a true record.

STC.21.27 **Matters arising not elsewhere on the agenda**

a) **Senior Tutors' Committee: Revised Terms of Reference (29 October 2021, minute STC.21.11)**

The Committee is reminded that it referred the matter of amending the list of attendees to include the Chair(s) of the Admissions Forum and the University's Director of Recruitment, Admissions and Participation to the Business Committee for discussion. This matter was considered at the Business Committee's meeting on 3 November 2021, where it was agreed not to amend the agreed terms of reference, noting that the persons concerned could be invited for specific items.

b) **Advice to students on working in Term time (29 October 2021, minute STC.21.23)**

The Committee is advised that the Standing Committee on Student Finance and Welfare, at its meeting on 8 November 2021, agreed to set up a Working Group to consider the matters in more depth, to be chaired by Mike Sewell (SE).

STANDING REPORTS

STC.21.28 **Reports of the Vice-Chancellor and Senior Pro-Vice-Chancellor (Education)**

The Vice-Chancellor reported on the announcements made earlier this week by the Minister for Higher Education about future changes to expectations relating to widening participation of undergraduate students and the format and intent of future Access and Participation Plans (APPs) for the Office for Students. He noted the appointment of John Blake into the new role of Director of Fair Access at the Office for Students and the intention of future APPs to focus more on local and national engagement to widen participation but also to demonstrate the impact of the university experience on student progress during and after university. He advised Senior Tutors to read the Ministerial letter and other recent guidance carefully in preparation for a heavily-revised APP, likely to be needed in 2023. The Senior Pro-Vice-Chancellor (Education) noted that further guidance was now awaited from the Office for Students.

The Senior Pro-Vice-Chancellor (Education) updated the Committee on developments related to the matter raised by the Competition and Markets Authority (CMA) reported at the last meeting. He noted that the University had agreed to remove the two clauses in the current undergraduate terms of admission relating to "oversubscription" and that the CMA was not taking the investigation any further. The undergraduate terms of admission, and particularly the clause relating to *force majeure* would also be reviewed in time for offers for admission in October 2022.

The Senior Pro-Vice-Chancellor (Education) further reported that UCU industrial action would take place next week (1-3 December 2021), and reminded the Committee that action could only be taken against University teaching and activities, so should not affect College teaching and provision to students. He noted there was no clarity yet on further action that might take place in the Lent Term 2022, but that the Industrial Action Task Force had been re-instated and was meeting regularly.

STC.21.29 **Report of the Chair of the Committee**

There were no matters to report.

STC.21.30 Report of COVID-related business

The Chair of the COVID Management Committee (CVMT) reported that CVMT had recently discussed the emergence of the new variant of COVID that was currently disrupting international travel to and from Africa. He further reported that an announcement from the Department for Education was expected imminently that would resolve satisfactorily the outstanding concerns about disparity between UK and international students and the origins of their vaccination programmes.

PRINCIPAL AND SUBSTANTIVE BUSINESS

STC.21.31 Suicide Prevention and Response Strategy

The Committee received a draft of the Suicide Prevention and Response Strategy that had been developed as a requirement from Government and Universities UK (UUK), and built on the recommendations of the Final Report of the Strategic Review of Mental Health Provision:

- Paper 1 Updated (v7) Suicide Prevention and Response Strategy
- Paper 2 Version 7 as above, but marked with significant changes since version 5
- Paper 11 Updated (v8) Suicide Prevention and Response Strategy

It noted that a further version (8) had been circulated on 25 November 2021 through the Senior Tutors' Forum, which aimed to take into account comments made by Senior Tutors on version 7 since the papers had been circulated. The Director of Education Services reassured Senior Tutors that the Strategy, as structured and presented, adhered closely to the guidance issued by UUK (as referenced in the initial paragraphs of the draft Strategy), and that she had sought confirmation from UUK that this had been subject to legal review and advice. She further confirmed that the University's Strategy would also be reviewed by external solicitors recommended by the University's Legal Services.

Individual members of the Committee made the following observations of the current draft (version 8):

- a) The Strategy would benefit from clarification of the responsibility of the University and Colleges for student mental health at times where students are not resident in Cambridge (i.e. in case of intermission, and, in the case of undergraduate students, out of Term time).
- b) The Strategy would benefit from clarification that the responsibilities of the University and Colleges as set out need to be contextualised in the range of responsibilities that remain for other student and staff members of any particular community, and in particular the wider support of good community-level mental health.
- c) The introduction and commitment 5 both reference "duty of care", which is not defined.
- d) "Suicide prevention" is an unrealistic aspiration, particularly if interpreted as success being complete elimination of the possibility, so it would be desirable to clarify at the beginning of the document that what is proposed is in fact risk mitigation and management.
- e) Commitments 4, 6 and 10: while it is acknowledged in passing that it is difficult to identify at-risk students, the Strategy needs to be mindful not to set unrealistic expectations arising from this. There is a challenge in supporting students at risk of suicide if they are difficult to identify, and/or unwilling to access the support available.
- f) Commitment 5: the ending clause of the final sentence indicated that intermitting students were of a higher risk of suicide: clearly this would not be the case for all intermitting students, so this should be qualified; and the Strategy should be at pains not to suggest or imply that intermission might increase the risk of suicidal actuation.
- g) Commitment 8: one interpretation of this commitment and the preceding paragraph makes this impossible to deliver, e.g. given the many available means for students to self-harm and the likelihood that many "means" may be their personal possessions.

The Committee was informed that the Strategy would continue to evolve in the light of experience and operation, but that the University was required to approve a version of the Strategy at its Council meeting on 13 December 2021. This would now likely be a further version that would take into account comments received at today's meeting.

The Chair summarised the discussion by concluding that, notwithstanding the comments above and the anxieties expressed about the practical implementation of some of the commitments in due course, the direction of travel embedded within this Strategy had the general support of the Committee. She noted that Senior Tutors would receive further iterative versions of the Strategy at appropriate intervals for discussion and reflection. To that extent, approval of the Strategy by the Colleges may need to wait for a future meeting of the Committee, but this should not preclude receipt and approval of the Strategy by the University's Council.

STC.21.32 Admissions Assessments for the 2023 admissions round (was "Undergraduate Admissions Assessments Audit" (29 October 2021, minute STC.21.8))

Further to the decisions made at the last meeting, the Committee was invited to consider the following matters:

a) Veterinary Medicine applicants: continuing use of the NSAA as a selection tool

The Committee was reminded that, at its last meeting, it had agreed to consider further the continuing use of the NSAA for applicants for the Veterinary Medicine Tripos. Following a discussion at the Business Committee on 3 November 2021, it considered a case for the continuation:

Paper 3 Proposal to retain NSAA for applicants to Veterinary Medicine

In the discussion, the Committee noted:

- a) other public tests (including the BMAT) remained an available option for assessing Veterinary Medicine students.
- b) current research about the effectiveness of the assessment had indicated it was a good predictor (but not as effective as for Natural Scientists), but the robustness of the conclusion was hindered by the relatively small data set.
- c) some members of the committee were concerned that this was a case of "special pleading" that could be argued to apply equally to other subjects.
- d) it was divided on whether the arguments of need for a "selection test" were cogent.
- e) the ongoing review of the Tripos curriculum should include a review on why the BMAT would not be a relevant admissions test for the purposes of selection.

The Committee agreed to the continued use of the NSAA for Veterinary Medicine applicants, until such time as the current review of the Veterinary Medicine Tripos was completed. There was no expectation that the use of the NSAA would continue after this point, and the review was expected to be completed within the next two years.

b) Law applicants: adoption of LNAT as a selection and de-selection tool

The Committee received a proposal recommended by the Admissions Forum for the introduction of the LNAT for the 2023 admissions round, and for a limit of five years:

Paper 4 Reforming Law Admissions Testing

In the discussion, the Committee noted:

- a) it had previously agreed to an embargo on the addition of new admissions assessments.
- b) the proposal to introduce the LNAT had received support from a substantial majority of members of the Admissions Forum (as noted in its minutes of their meeting on 12 November 2021, Paper 12).
- c) notwithstanding this, some members of the Committee argued that the current version of the LNAT had not changed materially since the decision to withdraw its use previously when it was shown to have no correlation with the Law Tripos. The underlying data in a report on the test recently released by Pearson, its provider, showed that the correlations between the LNAT and examination results in other Russell Group universities remained too weak for there to be any realistic prospect that the LNAT's effectiveness would now be acceptable to Cambridge.
- d) in addition, some members raised concerns about the data outlining a performance gap in the assessment for some widening participation markers.

The Committee was therefore of the view that compelling evidence had not been provided to approve the introduction of the LNAT. **It therefore did not approve the proposal to introduce the LNAT.**

It acknowledged, however, that the rising number of applications (as outlined in Appendix A of Paper 4) was a concern that required addressing in some form. The Committee noted that it remained open to a proposal to use other public tests or the introduction of common essay questions with or without centralised marking. It noted further a current pilot of at-admissions testing and a proposed review of the use of weighted GCSEs.

In considering future steps, it noted that the prospectus entry required information for the 2023 admissions round in the very near future. **The Committee agreed that a statement of "to be confirmed" should be used to enable further discussion of any proposals at its next meeting.**

c) International student application fee

The Committee was reminded that for the 2021 admissions round only, it had been agreed to increase the application fee from £30 to £60 to support the funding of the admissions assessments. It noted that a decision on the level of the fee in future rounds needed resolution and that an initial discussion of the matter took place at the Cambridge Admissions Management Group (CAMG) at its meeting on 17 November 2021. Further discussions would take place in Lent Term 2022, with a recommendation of the CAMG going to the Undergraduate Admissions Committee for confirmation. It further noted that the decision would impact on the College levy relating to the admissions assessment going forward.

OTHER BUSINESS**STC.21.33 Academic and Welfare Reviews**

The Committee noted that the Business Committee, at its last meeting on 3 November 2021, had reviewed a previous decision to re-instate College Academic and Welfare Reviews from the beginning of the Lent Term 2021. Discussion at the meeting, and further meetings afterwards had resulted in a recommendation to the Committee that Academic and Welfare Reviews, and their structure and content, be further reviewed before they begin again.

The Committee approved the Business Committee's recommendation to postpone the re-introduction of College Academic and Welfare Reviews until Michaelmas Term 2022.

STC.21.34 Strategic Review of Mental Health Provision (29 October 2021, minute STC.21.7)

The Committee received for information a progress update from the Project Steering Group and the ongoing work to formulating an implementation plan:

Paper 5 Mental Health Review next steps: Update for Senior Tutors' Committee

OTHER MATTERS FOR DECISION**STC.21.35 Membership of Sub-Committees and Other Bodies**

The Committee approved the following proposals for representation on other committees:

<i>on...</i>	<i>appointment of...</i>	<i>replacing...</i>
Sports Committee	Jane Greatorax (LC)	<i>re-appointment</i>
Undergraduate Admissions Committee	Tim Flack (K)	<i>re-appointment</i>
Vet Quota Committee	David Bainbridge (CTH)	<i>re-appointment</i>
Access and Participation Plan Steering Group	Andrew Spencer (CAI)	<i>additional member</i>

Attention was drawn to the following current or impending vacancies:

<i>on...</i>	<i>replacing...</i>
Academic Standards and Enhancement Committee	Duncan Needham (DAR) – N.B. This would be a Graduate Tutor
Committee for the Supervision of the Student Unions (from 1 January 2022)	Geoff Parks (JE)
Societies Syndicate (from 1 January 2022)	Geoff Parks (JE)
Admissions Forum Steering Group on Admissions Assessment (from October 2022)	Geoff Parks (JE)
Colleges' IT Committee (from October 2022)	Geoff Parks (JE)
Joint Committee on Childcare for Students	Melanie Kean (HO)
University Card Committee	<i>new</i>
Planning and Resources Committee Fees and Funding Sub-Committee	<i>new</i>

It agreed that the Colleges' IT Committee did not necessarily require three Senior Tutor representatives and was therefore content for one of these to remain vacant for the foreseeable future.

The Committee otherwise received for information:

Paper 6 List showing representative memberships as at 19 November 2021

STANDING BUSINESS – MATTERS FROM STANDING COMMITTEES

STC.21.36 Senior Tutors' Business Committee

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

Paper 7 Minutes of the meeting on 3 November 2021

STC.21.37 Reports of Standing Committees

The following business is report: where there are matters for decision or substantial decision, these are raised in Principal and Substantive Business or Other Business above.

a) Standing Committee on Student Finance and Welfare

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

Paper 8 Minutes of the meeting on 8 November 2021

Sandra Fulton (G), as Chair of the Standing Committee, drew attention to:

- i) minute 5: College Transfer Annual Report, 2020-21
The Report was available to read (Paper SFW.21.55). In addition, Senior Tutors were reminded to report informal transfers to transfers@ois.cam.ac.uk.
- ii) minute 6: Christmas Arrangements
Senior Tutors were requested to share information on holiday activities.
- iii) minute 7.1: Working Group on paid work
The Committee was asked to note the creation of a Working Group on paid work.

b) Postgraduate Tutors' Committee

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

Paper 9 Minutes of the meeting on 11 November 2021

Duncan Needham (DAR), as Chair of the Standing Committee, drew attention to:

- i) 21.47.1.2: College provision for part-time students
The Committee was invited to note early discussions to enhance provision and support for part-time students.

c) Standing Committee on Education

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

Paper 10 Minutes of the meeting on 12 November 2021

Jackie Tasioulas (CL), as Chair of the Standing Committee, drew attention to:

- i) ED.235-244/21: Consideration of extended periods of study
The Standing Committee had received and discussed a report (ED.21.60)¹ from the Examination Access and Mitigation Committee (EAMC) regarding alternative modes of assessment which extend students' period of study. Its discussion would be received by the General Board's Education Committee.
- ii) ED.247-249/21: In-person teaching
The Committee was asked to note that Schools had been asked to report on the provision of in-person teaching to the General Board's Education Committee. Senior Tutors were asked to raise any concerns of University provision with Kerri Gardiner in the Education Quality and Policy Office directly.
- iii) ED.256-257/21: Mid-term break consultation
The Standing Committee received and noted the ongoing consultation in the Collegiate University on the proposal for a mid-term break (circulated to all Senior Tutors and other senior College officers). The Committee was invited to note the discussion, and the consultation deadline of 10 January 2022. The Committee was reminded that responses are requested from institutions, rather than individuals.

Several members reported that the stated deadline would not allow sufficient time for an appropriate review and response from their College.

STANDING BUSINESS – UNDERGRADUATE ADMISSIONS MATTERS

STC.21.38 Reports from the Undergraduate Admissions Committee and the Admissions Forum

The Committee received for information:

Paper	Committee/body	Date of meeting
11	Undergraduate Admissions Committee (UAC)	15 November 2021
12	Admissions Forum (AF)	12 November 2021
13	<i>The "University of Sanctuary" Award Scheme</i>	

¹ ED.21.60 – download from <https://seniortutorscommittee.admin.cam.ac.uk/comm/stec/20211112/Pages/Home.aspx>

Attention was drawn to:

- a) the development of an implementation plan in response to the Strategic Review on Admissions and Outreach and the Undergraduate Admissions Assessment Audit report. The Director of Admissions reported on several strands of work being overseen by the Admissions Forum, including:
- detailed discussions of the recommendations at the Admissions Forum and the Admissions Research Steering Group (ARSG).
 - the development of GCSE guidance, which for some subjects would not be ready for 2023 given the quality of some of the GCSE data sets and their reliability as a result of the COVID pandemic.
 - the progression of work on transparency and consistency of advice to applicants being taken through subject convenors.
 - the consideration of English Language qualifications and expectations being reviewed by the Overseas Qualifications Reference Group.
 - development of a proposal to articulate “de-selection” thresholds, to indicate a “lower” threshold of automatic de-selection and an “upper” threshold of automatic invitation to interview, while noting those in between would be subject to a more rigorous holistic review of their application.
- b) the receipt of a paper outlining early proposals for the reform of governance relating to undergraduate admissions being received by the Undergraduate Admissions Committee and the General Board’s Education Committee at its recent meetings. The Chair stressed that this was the introduction of a consultation process, and that while some University and joint committees had already started discussing and commenting the proposals, consultation with the Colleges would be taken forward in the Lent Term 2022. She noted that she was aware of a number of concerns about the proposals being expressed in various quarters.
- c) support for a bid by the University to be recognised as a University of Sanctuary, building on work of gathering together evidence of disparate initiatives across the Collegiate University. In this context, the Committee noted that the relevance of the CARA Scheme to support academic staff in the University and Colleges should also be recognised and more closely coordinated.

REPORTED BUSINESS

STC.21.39 Minutes and Reports from Other Intercollegiate Committees

The Committee received the following minutes since the last meeting:

	<i>Meetings since last STC</i>
Cambridge Outreach Strategy Group	<i>None</i>
Colleges’ Committee	<i>None</i>
Colleges’ Standing Committee	16 November 2021
Bursars’ Committee	<i>None</i>
University and Colleges Joint Committee	19 October 2021

STC.21.40 **Minutes and Reports from Committee Representatives on University Committees and Joint Committees**

The Committee received the following minutes since the last meeting:

	<i>Meetings since last STC</i>
Postgraduate Admissions Committee	<i>None</i>

FINAL DISCUSSIONS**STC.21.41** **University's Sports Committee Working Group on College Physical Activity and Sports**

Jane Greatorex (LC), as the Senior Tutor member of the Working Group updated the Committee on work arising from the inaugural meeting of the Working Group. She noted that a number of surveys were in development, which would include a student survey of their use or uptake of such activities, and a Colleges' survey on sports infrastructure and leadership.

STC.21.42 **Future meetings**

Members were invited to note the remaining meeting dates for 2021-22: all meetings would take place at 2:15 pm, with coffee served from 2:00 pm:

<u>Date</u>	<u>College</u>
11 February 2022	Clare College
11 March 2022	<i>to be confirmed</i>
27 May 2022	Corpus Christi College
15 July 2022	Darwin College

STC.21.43 **Reserved business**

There were no items of reserved business.

STC.21.44 **Record of thanks**

The Committee thanked the Master, Senior Tutor and Fellows of Churchill College for their hospitality.

2021-11-26 STC minutes

Dr M Russell
27 November 2021

Senior Tutors' Committee

Minutes of a meeting held at 2:15 pm on Friday 11 February 2022 at Corpus Christi College

The meeting was chaired by Marina Frasca-Spada (CC): the minute taker was Malcolm Millbrook (Office of Intercollegiate Services).

Attendance: Please note that blank cells below represent Colleges that were not represented at the meeting.

Christ's	Robert Hunt	Magdalene	Stuart Martin (Assoc. Sec.)
Churchill	Rita Monson	Murray Edwards	Michelle Gemelos
Clare	Jackie Tasioulas	Newnham	Liba Taub
Clare Hall	Holly Hedgeland	Pembroke	Robert Mayhew
Corpus Christi	Marina Frasca-Spada	Peterhouse	Stephen Hampton
Darwin	Duncan Needham	Queens'	Andrew Thompson
Downing	Guy Williams	Robinson	David Woodman
Emmanuel	Robert Henderson	St. Catharine's	Holly Canuto
Fitzwilliam		St. Edmund's	Judith Bunbury (Assoc. Sec.)
Girton	Sandra Fulton	St John's	Richard Partington
Gonville & Caius	Andrew Spencer	Selwyn	Mike Sewell
Homerton	Penny Barton	Sidney Sussex	
Hughes Hall	Tori McKee	Trinity	Sachiko Kusukawa
Jesus	Geoff Parks	Trinity Hall	Clare Jackson
King's		Wolfson	Susan Larsen
Lucy Cavendish		CSU: PG President	Anjum Nahar (MUR)

In attendance:

University	Mark Elliot, Chair of the Faculty of Law (minute STC.21.50.a) Tom Hawker-Dawson, Law Tripos Subject Convenor (minute STC.21.50.a) Andrew Sanger, Academic Secretary, Faculty of Law (minute STC.21.50.a) Stephen Toope, Vice-Chancellor Graham Virgo, Senior Pro-Vice-Chancellor (Education) Rumiana Yotova, Law Tripos Subject Convenor (minute STC.21.50.a)
Colleges	Richard Anthony (JE), Secretary of the Bursars' Committee Sam Lucy (N), Director of Undergraduate Admissions Pippa Rogerson (CAI), Deputy Chair of Colleges' Committee
OIS	Malcolm Millbrook, Deputy Head Matthew Russell, Head

There was no reserved business at this meeting.

The Chair noted a conflict of interest regarding minute STC.21.50.a for Pippa Rogerson (CAI) and the Senior Pro-Vice-Chancellor (Education), who were both members of the Faculty of Law.

STC.21.45 Minutes of the meeting held on 26 November 2021

The minutes of the meeting on 26 November 2021 were approved as a true record.

STC.21.46 Matters arising not elsewhere on the agenda

a) Suicide Prevention and Response Strategy (26 November 2021, minute STC.21.31)

This is the subject of a consultation with the Colleges in the Lent Term 2022.

STANDING REPORTS

STC.21.47 Reports of the Vice-Chancellor and Senior Pro-Vice-Chancellor (Education)

The Vice-Chancellor reported that the Minister for Universities was contacting institutes which received complaints that the requirements for their online teaching were not being met. The Vice-Chancellor noted that the University would continue to do what was sensible for its own circumstances, but wished to highlight that there was still pressure to deliver high quality online teaching.

The Vice-Chancellor reported that UCU strike action would start on 14 February for five days, then two days from the 21 February and a further three days from the 28 February. The Vice-Chancellor encouraged members of the collegiate university to be sensible and thoughtful with each other during that period.

The Senior Pro-Vice-Chancellor (Education) reported that a 100-page report by the Department of Education, regarding post-qualification admissions/offers, had been approved by the Secretary of State for Education and was due for publication in the next fortnight. It was unclear what proposal the Secretary of State would favour, and the publication date could shift.

The Senior Pro-Vice-Chancellor (Education) reported that John Blake, the newly appointed Director of Fair Access and Participation at the Office for Students, had recently given a speech regarding the reworking of Access and Participation Plans. John Blake emphasised the importance of universities in engaging with schools to improve the quality of education, and noted the vital importance of outreach activities. More information about the APP would soon be received from the Office for Students.

STC.21.48 Report of the Chair of the Committee

The Chair reported on the proposal for a mid-term break. Following the recent informal meeting of the Senior Tutors, when the matter was last discussed, the results of the consultation's survey were released, and this established that the majority of views was not in favour of the proposal. Student representatives had requested that the Working Group reconvene to respond to the objections that had been raised. A non-binding referendum on the proposal would soon be held by the Cambridge Student Union, in order to gather student views.

STC.21.49 Report of COVID-related business

The Chair of the COVID Management Committee (CVMT) reported that Cambridge currently had the highest rate of COVID-19 cases in England, with a surge in the 18-24 age group; worth remembering, however, that Cambridge was also testing its population twice as much as other local authorities. Omicron's hospitalisation rate was low compared to previous variants, so vigilance was needed but the situation was not critical.

College outbreaks now appeared random compared to specific events/people causing outbreaks in 2020. There was a strong uptake in students taking LFTs twice per week. The Prime Minister had recently announced that all restrictions would soon come to an end, so the COVID Gold Team would shortly make recommendations on how to proceed.

The Senior Pro-Vice-Chancellor (Education) noted that the Prime Minister's announcement had come as a surprise to the Department of Education. It was not clear whether national guidance would be released after restrictions end or if universities would be advised to create their own guidance. If the

government decided to stop funding LFTs, then a decision would need to be made soon on whether to fund university and College LFT supplies further.

PRINCIPAL AND SUBSTANTIVE BUSINESS

STC.21.50 Admissions Assessments for the 2023 admissions round (28 November 2021, minute STC.21.32)

Further to the decisions made at the last meeting, the Committee considered the following matters:

a) Law applicants: Reforming Law admissions testing

The Committee received an updated proposal concerning the reform of Law admissions testing for the 2023 admissions round, presented by members of the Faculty of Law:

Paper 1 Reforming Law Admissions Testing

In the discussion, the Committee noted that:

- a) an admissions deselection tool was required for the Law Tripos due to the considerable (and increasing) number of applications and a lack of strong predictors, particularly for applications coming from outside the UK.
- b) any agreed option would need to be in place for the next few admissions rounds.
- c) the fourth option presented, to revise the CLT and continue using it as a selection tool, was rejected as it had a low predictive value.
- d) the third option presented, to develop a bespoke Law admissions test, was also rejected due to the lack of time to deliver it, the excessive costs to Colleges, and Cambridge-specific admissions tests being unpalatable for Cambridge University Press and Assessment.
- e) the second option, to use only the LNAT essay component for de-selection or selection, was also rejected as data showed that the LNAT essay correlated less strongly than MCQs in predicting an applicant's university performance.
- f) raising the standard Law Tripos A-Level offer to A*A*A would create a more realistic requirement for applicants, but, especially if not managed very carefully, would likely create a large impact on Widening Participation targets, as Oxford's standard A-Level offer was AAA.
- g) GCSE results would be taken into account in deselection when available, as the Oxford model showed that GCSE and LNAT results used together were a significantly strong predictor. Centralised double marking would be used, and Colleges would be provided with graphs showing distributions of marks and clear protocols of how the data should be used in deselection. These structures were not in place when the LNAT was previously used.
- h) it would be important to be mindful of a potential moral issue in requiring applicants to pay for an admissions test in order to apply to Cambridge.

In summary, the Committee concluded that:

- i. the first option presented by the Faculty of Law, to use both components of the LNAT (MCQ and essay) for de-selection and selection, was not without issues, but was the only viable choice.
- ii. continued conversations with the Faculty of Law would be needed, to ensure that the deselection criteria developed were sensible and to examine any resulting data on A-Level outcomes compared to LNAT results.
- iii. the costs of using the LNAT, including the estimated impact on deselection and the resulting drop in interviews, would need to be explicit in a paper sent to the Bursars' Committee and Colleges' Committee.

The Committee agreed to the full use of the LNAT for the Law Tripos admissions process, subject to a review in three years and close consideration of deselection criteria.

STC.21.51 Postgraduate funding and scholarships

The Committee discussed two consultations relating to postgraduate funding and scholarships, which included some far-reaching implications for Colleges. Accompanying documents were circulated:

Paper 2	Funding package proposal (v6)
Paper 3	Underwritten funding offers proposal 2021 (v21)
Paper 4	Postgraduate Funding Project Update for SLT January 2022
Paper 5	Funding policy consultation questions

Details of the consultations were circulated to Heads of House, Bursars, Senior Tutors, development Directors and College comms leads on 26 January 2021 in the following terms:

- a) A PDF of an overall project update, which sets out the context of the overall project and the specific background of the two related consultations.
- b) A consultation document on defining a **minimum standard for “fully-funded postgraduate studentships”** to ensure consistency across the Collegiate University.
- c) A consultation document on the concept of introducing **“underwritten funding offers”**, for high-quality priority postgraduate offers
- d) To help Colleges prepare for their **institutional responses** to both consultations, an outline of what is included/required through the online response portal to the consultations.

These proposals were being proposed by the project team, but had been subject to initial consultation at the Postgraduate Admissions Committee’s Recruitment and Funding Sub-Committee, which includes College representation from the Chairs of the Senior Tutors’ Committee and Postgraduate Tutors’ Committee (Marina Frasca-Spada (CC) and Duncan Needham (DAR)).

The meeting was asked to note that both consultations had deadlines of **Friday 25 March 2022** so Colleges would wish to consult internally, between College officers and more widely, in time to consider their responses; and that the project team requested respondents to use the online portal provided in the consultation responses.

In addition to internal College discussions, it was proposed to hold a “Friday at 9” meeting for colleagues to share insights and major issues in order to help all Colleges formulate their responses. This had occurred on **Friday 11 February 2022** on Zoom.

In the discussion, the Committee noted that:

- a) the proposals’ aims were admirable, in standardising funding support for students.
- b) members should discuss the matter within their Colleges, to produce a response to the consultations which were representative of their Colleges, rather than their personal views.
- c) the discussion held on 11 February at 9 showed that it was unclear what the financial impact of the proposals would be to Colleges, how many PhD students could still be funded, what impact there would be to Colleges who had a smaller margin of movement on funding, and how Development Directors should raise funding for PhDs under the new model. Colleges could not fully respond to the proposals until these concerns could be addressed.
- d) a collegiate discussion on the proposals was needed, rather than each College being consulted individually, and that this would slow the process down.
- e) the Senior Pro-Vice-Chancellor (Education) was increasingly concerned that Cambridge was not competitive for doctoral funding, as shown by the recent significant fall in doctoral applications.

The Chair hoped that the need for further information on the impact of the proposals had been made clear at the 11 February 9 o'clock meeting.

STC.21.52 Consultation on the format of undergraduate interviews

The Committee noted the current consultation on remote interviews which was circulated to College Admissions Tutors on 2 February 2022. The accompanying document was circulated for information:

Paper 6 Consultation on remote interviews

STC.21.53 Supervisions in Physics

The Committee received a letter from the Department of Physics concerning difficulties covering supervisions, discussed at the Senior Tutors' Education Committee on 28 January 2022:

Paper 7 Supervisions in Physics

The Chair of the Senior Tutors' Education Committee noted that this paper was created in response to an open letter, received from Part II Physics students, regarding the lack of assigned supervisors three weeks into the Michaelmas Term.

In the discussion, the Committee noted that:

- a) the Department of Physics should encourage its UTOs to join Colleges and get involved in teaching undergraduates.
- b) the difficulties listed in the paper were similar for other subjects, therefore if Physics supervisors were paid a higher rate, then other departments would rightly request the same rates.
- c) the Vice-Chancellor was having conversations with Heads of Schools and Colleges about this matter, since it was recognised as a serious problem across a range of disciplines.
- d) shifting from supervisions to large 'example classes', as suggested by the paper, had caused confusion when deciding whether the department or Colleges should pay for the teaching delivered.
- e) the UTO Scheme process, in pairing new UTOs to Colleges, often ended in a mutual withdrawal when Colleges asked UTOs to teach for them, as new appointees were concerned about taking on such a role (and all too often they were discouraged from doing so).
- f) the Mathematical Tripos had solved such difficulties for its subject by creating 'circuses' for Part II supervisions, which joined up Colleges in finding supervisors, and centralising Part III supervision arrangements.
- g) The Engineering Tripos promoted transferrable skills for its postgraduate students, which encouraged students to supervise, and therefore did not have such problems in finding a suitable number of supervisors. It was seen as essential good practice for UTOs to supervise in the courses they lecture, which would put more resources into the supervision system.
- h) it would be useful to see data on the number of supervisions UTOs provided in each department.
- i) when establishing College stints, a portion of teaching hours could be freely allocated to teach students from other Colleges, as a potential solution to find supervisors with the necessary expertise to teach third- or fourth-year papers.
- j) it wasn't clear from the paper at what time of the year the Department asked Part II students to confirm their paper choices, in order to begin assigning supervisors. Most subjects started this process during the so-called research period over the summer, to ensure that supervision arrangements were complete when Michaelmas Term began.

- k) the Postdoc Academy could be asked to help manage a pool of postdocs willing to supervise, rather than Colleges handling requests to supervise in an *ad hoc* manner.

In summary, the Committee concluded that was a wider problem of arranging supervisions for Part II papers across subjects which needed further discussion, and that the solutions recommended by the paper were not viable.

OTHER MATTERS FOR DECISION

STC.21.54 Membership of Sub-Committees and Other Bodies

The Committee approved the following proposals for representation on other committees:

<i>on...</i>	<i>appointment of...</i>	<i>replacing...</i>
Council Committee for the Supervision of the Student Union	Holly Canuto (CTH)	Geoff Parks (JE)
PRC Fees and Funding Sub-Committee	Sandra Fulton	<i>New appointment</i>
Societies Syndicate (from 1 January 2022)	Judith Bunbury	Geoff Parks (JE)
University Card Committee	Judith Bunbury	<i>New appointment</i>

Attention was drawn to the following current or impending vacancies:

<i>on...</i>	<i>replacing...</i>
Admissions Forum Steering Group on Admissions Assessment (from October 2022)	Geoff Parks (JE)
Colleges' IT Committee (from October 2022)	Geoff Parks (JE)
Joint Committee on Childcare for Students	<i>Category (b) member (Senior Tutors' Committee appointment)</i>

Otherwise, the following paper was circulated for information:

Paper 8 Membership reports as at 3 February 2022

STANDING BUSINESS – MATTERS FROM STANDING COMMITTEES

STC.21.55 Senior Tutors' Business Committee

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

Paper 9 Minutes of the meeting on 19 January 2022

STC.21.56 Senior Tutors' Informal discussion

The notes of an informal discussion were circulated for information:

Paper 10 Minutes of the meeting on 7 January 2022

STC.21.57 Reports of Standing Committees

The following business is report: where there are matters for decision or substantial decision, these are raised in Principal and Substantive Business or Other Business above.

a) Standing Committee on Student Finance and Welfare

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

Paper 11 Minutes of the meeting on 11 October 2021

Sandra Fulton (G), as Chair of the Standing Committee, drew attention to:

- i) minute 4.2: Bystander Initiative
The Committee was asked to note the discussion and details of existing provision.

b) Postgraduate Tutors' Committee

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

Paper 12 Minutes of the meeting on 27 January 2022

Duncan Needham (DAR), as Chair of the Standing Committee, drew attention to:

- i) 22.06.1.2: Numbers Management Group

Dr Needham provided an update on the work of the UAC and PAC Admissions Numbers Management Group and highlighted that the University's forecast admissions numbers presented were significantly lower than the College minimum with a shortfall particularly in Doctoral admissions. There is a backstop agreement to resolve potential financial issues in Colleges if student populations were lower than the minimum thresholds set out in the agreement and financial transfers will be triggered. Dr Needham encouraged colleagues to consider their existing populations of doctoral students as financial transfers will be triggered by total postgraduate populations rather than just new admissions.

- ii) 22.06.2: Managing Self-evaluation reports

Members discussed how students' requests for help are managed when raised in students self-evaluation reports. Members felt that, in general, a low number of students tend to use this avenue to ask for help and would instead approach their tutors or supervisors. Even so, concerns were raised that it was not easy to identify who had asked for help within the self-evaluation reports and Tutors would benefit from the technical functionality to run a report identifying these individuals to prioritise responses. Other technological changes proposed include the addition of tick boxes selecting who the student requires help from: "College", "Department", or "Both", and/or the addition of a tick box to flag as "urgent" but all would require CamSIS involvement and could take time to implement.

c) Standing Committee on Education

The unconfirmed minutes of the meeting held on 28 January 2022 were not yet available for circulation.

STANDING BUSINESS – UNDERGRADUATE ADMISSIONS MATTERS

STC.21.58 Reports from the Undergraduate Admissions Committee and the Admissions Forum

The Committee receive for information:

Paper	Committee/body	Date of meeting
13	Admissions Forum	21 January 2022

Attention was drawn by Sam Lucy: review stage, current consultation on remote/in person interviews for upcoming round.

Foundation year: good amount of eligible candidates, shortlisting phase week after next. Quantity and quality of candidates was as hoped for.

Sam Lucy (N), as Director of Undergraduate Admissions, drew attention to:

- i) **2022-23 interview format** – as in 21.52 above, a consultation on using remote or in-person interviews for the upcoming admissions round was currently being held.
- ii) **Foundation Year** – a number (c. 250) of good-quality eligible candidates had applied for the new Foundation Year, and the shortlisting phase would begin soon.

REPORTED BUSINESS**STC.21.59 Minutes and Reports from Other Intercollegiate Committees**

The Committee received the following minutes since the last meeting:

	<i>Meetings since last STC</i>
Cambridge Outreach Strategy Group	20 January 2022
Colleges' Committee	4 December 2021
Colleges' Standing Committee	25 January 2022
Bursars' Committee	<i>None</i>
University and Colleges Joint Committee	30 November 2021

STC.21.60 Minutes and Reports from Committee Representatives on University Committees and Joint Committee

The Committee received the following minutes since the last meeting:

	<i>Meetings since last STC</i>
Postgraduate Admissions Committee	11 November 2021

STC.21.61 Future meetings

Meeting dates for 2021-22 are listed below: all meetings will take place at 2:15 pm, with coffee served from 2:00 pm:

<u>Date</u>	<u>College</u>
11 March 2022	Emmanuel
27 May 2022	Clare College

15 July 2022

Darwin College

2022-02-11 STC minutes

M Millbrook
14 February 2022

Senior Tutors' Committee

Minutes of a meeting held at 2:15 pm on Friday 11 March 2022
in the Old Library, Emmanuel College

The meeting was chaired by Marina Frasca-Spada (CC): the minute taker was Malcolm Millbrook (Office of Intercollegiate Services).

Members' Attendance: Please note that blank cells below represent Colleges that were not represented at the meeting. The name marked with an asterisk (*) attended as a substitute for their respective Senior Tutor.

Christ's	Robert Hunt
Churchill	Rita Monson
Clare	Jackie Tasioulas
Clare Hall	Holly Hedgeland
Corpus Christi	Marina Frasca-Spada
Darwin	Duncan Needham
Downing	Guy Williams
Emmanuel	Robert Henderson
Fitzwilliam	Paul Chirico
Girton	Sandra Fulton
Gonville & Caius	Andrew Spencer
Homerton	Georgina Horrell*
Hughes Hall	Tori McKee
Jesus	Geoff Parks
King's	
Lucy Cavendish	Jane Greatorex
Magdalene	Stuart Martin (Assoc. Sec.)

Murray Edwards	Michelle Gemelos
Newnham	Liba Taub
Pembroke	Robert Mayhew
Peterhouse	Stephen Hampton
Queens'	Andrew Thompson
Robinson	David Woodman
St. Catharine's	Holly Canuto
St. Edmund's	
St John's	Richard Partington
Selwyn	Mike Sewell
Sidney Sussex	Massimo Beber
Trinity	Sachiko Kusakawa
Trinity Hall	Clare Jackson
Wolfson	Susan Larsen
CSU: UG President	Zak Coleman (JE)
CSU: PG President	Anjum Nahar (MUR)

Attendees

University	Alice Benton, Head of Education Services Graham Virgo, Senior Pro-Vice-Chancellor (Education)
Colleges	Richard Anthony (JE), Secretary of the Bursars' Committee Sam Lucy (N), Director of Undergraduate Admissions Pippa Rogerson (CAI), Deputy Chair of Colleges' Committee
OIS	Diane Brooker (Office Manager) Malcolm Millbrook, Deputy Head Matthew Russell, Head

There was no reserved business at this meeting.

There were no declarations of conflicts of interest.

STC.21.61 Minutes of the meeting held on 11 February 2022

The minutes of the meeting on 11 February 2022 were approved as a true record, with amendments to clarify the discussion concerning item STC.21.50.

STC.21.62 Matters arising not elsewhere on the agenda

a) Postgraduate funding and scholarships (11 February 2022, minute STC.21.51)

Senior Tutors were reminded of the two consultations from the Fees and Funding Team relating to postgraduate funding and prioritisation:

[https://universityofcambridgecloud.sharepoint.com/sites/PostgraduateAdmissionsandFunding/SitePages/Policy-Information\(2\).aspx](https://universityofcambridgecloud.sharepoint.com/sites/PostgraduateAdmissionsandFunding/SitePages/Policy-Information(2).aspx)

STANDING REPORTS

STC.21.63 Report of the Senior Pro-Vice-Chancellor (Education)

The Senior Pro-Vice-Chancellor (Education) reported:

- a) As far as the University was aware there were no Cambridge students in Ukraine, all students who were in Russia had returned except for two Russian doctoral students who were remaining there and working remotely. An informal Task Force had been established to consider what the University should do, in connection with the Colleges, to support affected students and staff. The Senior Pro-Vice-Chancellor (Education) was aware of requests for Ukrainian students to transfer to Cambridge. This may be possible for doctoral students, but the proposal could not be countenanced in general. Other options were being considered to assist students from the Ukraine, the primary difficulty for them being in reaching the UK.

The Chair requested that members inform her and the Senior Pro-Vice-Chancellor (Education) if there were any students from Russia who were working remotely.

- b) A further round of UCU strike action would take place in two weeks. The University was aware of the impact this would have on some courses. In particular, Geographical Tripos students had been informed that their field trips were cancelled. Actions short of a strike affecting assessment and examination work was also planned, protocols were in place to respond to such actions.
- c) The Government's plans regarding post qualification admissions/offers had at present been abandoned. The Government had also announced with the Office for Students that a large number of consultations would be launched on matters such as the TEF, student number caps, education quality, and the lifelong loan entitlement. Draft responses were being prepared to those consultations which directly related to the University, it would engage with Colleges to ensure their voices were heard in those responses. The matter would be discussed at an upcoming meeting of the University and Colleges' Joint Committee.
- d) There had been constructive discussions with the Cambridge Student Union on the NSS survey student boycott, and the boycott was on track to be lifted within the academic year. There was more work to be done before the boycott could be formally lifted, after which the NSS survey would be promoted heavily with assistance, it was hoped, from the Colleges.

STC.21.64 Report of the Chair of the Committee

The Chair of the Committee reported that she and the King's College Bursar had recently met with representatives of the "Justice for College Supervisors" campaign. The next meeting of the Senior Tutors' Business Committee would discuss the matter. She had agreed to discuss the possibility of two/three representatives from the campaign being invited to the next Committee meeting to give a short presentation of their point of view.

PRINCIPAL AND SUBSTANTIVE BUSINESS

STC.21.65 The future format of undergraduate admissions interviews

The Committee received a report on an Admissions Forum survey which gathered views on what format undergraduate admissions interview should take:

Paper 1	Consultation on the future format of interviews final
Paper 2	Admissions Forum: minute extract

The minute referred the matter to the Committee in the hope that they would be able to approve the recommendations from the Admissions Forum that interviews should remain online for the forthcoming admissions cycle, and that further consideration was needed for the 2023/24 cycle and beyond.

From previous discussions the Chair was aware that most members agreed that it would be desirable for Colleges to move in unison on the format of interviews, and that there were some members who thought it was essential. Further impressions showed that that goal was not obtainable: a minority of Colleges did not want to interview online, even for only the 2022/23 cycle, whereas other Colleges wished to provide only online interviews at last for the 2022/23 cycle. As a unanimous decision could not be reached it needed to be decided whether the matter would need to be taken to the Colleges' Committee.

In the discussion that followed, the following points were noted:

- a) It would be difficult to justify individual Colleges offering interviews in different formats inconsistently from one another. If interviews were provided both in-person and online then a deep consideration of the fairness of such a hybrid system would be needed, and applicants should be clearly informed.
- b) Two Colleges had agreed not to be bound by any consensus reached by the Committee, whereas other Colleges were content to accept online or in-person interviews if that meant that a consensus could be reached.
- c) It was expected that Oxford would make a decision about its interview format half-way through next term, but the Director of Admissions for the Colleges predicted that it would keep interviews online. Oxford had recently reformed its admissions governance, so that binding decisions could now be reached with a special majority, therefore its interview format would be consistent across Colleges.
- d) It may be worth considering whether the format of interviews could be split by subject for those disciplines where online interviews were less viable.
- e) A decision on what format interviews would take for the 2022/23 admissions round was needed as soon as possible.

In order to take matters forward, and to provide clarity for future discussions, the Committee conducted several informal and non-binding straw polls:

Questions regarding the 2022-23 admissions round	For	Against	Formally abstained ²	No indication at the meeting ^{3 4}
Is a consensus on interview formats across Colleges essential?	20	1 (but regarded as desirable)	2	4
Should all interviews be held online?	25	1 ¹	1	0
Should interviews be held online except for a specific sub-set of subjects?	10	0	0	17
¹ Trinity College requested that their objection to online interviews for UK candidates be recorded. ² Clare Hall and Darwin College abstained from all three questions as they had no undergraduates. ³ King's College and St Edmund's College did not have representation at the meeting. ⁴ The final column are non-indications, and therefore reflect the 27 Colleges present and voting.				

The Committee felt that the questions polled were worth communicating to Colleges for further internal consideration ahead of any further discussions. **Senior Tutors were advised to brief their Heads of House, Bursars, Admissions Tutors, and other relevant College officers, noting that the minutes would be reported to the Colleges' Committee on 19 March 2022.**

OTHER BUSINESS

STC.21.66 Updated guidance for Year Abroad students

The Committee received updated guidance from the International Student Office, on support Colleges were expected to provide students undertaking a year abroad as part of their course:

Paper 3 Supporting students on a year abroad

The guidance was updated in response to a discussion by the Senior Tutors' Business Committee, concerning increased levels of support required by Year Abroad students.

STC.21.67 Fair admissions code of practice to be published

The Committee received the UUK's new Fair admissions code of practice:

Paper 16 Fair admissions code of practice

The code would be received by the Undergraduate Admissions Committee on 14 March, for formal approval before the 25 March 2022 deadline.

In the discussion that followed, the following points were noted:

- a) The Senior Pro-Vice-Chancellor (Education) reported that the University's Deputy Head of Education Services had been involved in drafting the new code of practice, was strongly supportive of it, and considered the code to be consistent with Cambridge's own practices. The University recommended signing up to the code.
- b) The code of practice had been circulated to Admissions Tutors: the only concern raised was whether Colleges provided sufficient feedback to meet the code's expectations, but it was pointed out that, in fact, applicants and schools received more feedback from Cambridge than any other universities.

- c) The code of practice requested the use of quantifiable measures to assess candidates, and this went against the holistic evaluation Colleges used. The Director of Undergraduate Admissions for the Colleges and Deputy Head of Education Services had discussed this point: as the University was clear what factors were taken into account in its admissions process, this met the code's expectations; but this point would be fed back.
- d) It was confirmed that the University did not provide financial incentives to applicants to make Cambridge their firm choice — as an example, access to the Cambridge Bursary was the same regardless of whether students were made offers via Adjustment. Therefore the code's expectation, that universities would not use incentives to place undue pressure on the decisions applicants made, was already met by the University.
- e) There was the concern that the University did not inadvertently agree to apply the code of practice to postgraduate admissions. The University could commit to considering that postgraduate admissions practices were fair and transparent. (It was noted that in postgraduate admissions it was entirely appropriate and compatible with the code to withdraw College accommodation if an applicant did not make a decision on their offer before a certain date.)

The Committee gave its approval for the University to sign up to the code of practice.

OTHER MATTERS FOR DECISION

STC.21.68 Organ Scholarship Scheme

The Admissions Forum had recommended that the Committee approve the principle of decoupling the academic assessment of Organ Scholarship Scheme applications from the assessment of competency in organ playing, and that the academic assessment of such applications should only take place within the main gathered field:

Paper 4 Minute extract

In the discussion that followed, the following points were noted:

- a) There were concerns as to the lack of advance consultation with Directors of Music and Music Tripos Directors of Studies, though relevant views would be drawn if the recommended principle was approved.
- b) Some members felt that the principle could not be approved until its consequences were considered and a replacement scheme proposed. Other members held the opposite view, that the principle needed to be established and then relevant parties consulted on a new scheme.
- c) The Director of Undergraduate Admissions confirmed that academic interviews of Organ Scholarship Scheme applicants would be given in whatever format was agreed for that subject, whilst musical assessments would be held in-person if safe to do so.
- d) An informal straw poll was held: seven Colleges were against anything more drastic than approving the direction of travel set by the Admissions Forum, and to consult with all relevant parties about how the Organ Scholarship Scheme fit with the normal procedures for admission to the University.

The Committee requested further work be done on the development of a suggested alternative to the current scheme, which decoupled the academic assessment of Organ Scholarship applications from the assessment of competency in organ playing, with consultation required of Directors of Music, Directors of Studies in Music, Deans and Chaplains, as well as Admissions and Senior Tutors.

STC.21.69 Mental Health Provision Questionnaire

The Committee was asked, by the Standing Committee on Student Finance and Welfare, to approve the annual survey on mental health provision for students. The survey had been updated for 2021-22, for distribution in June. The updated questionnaire was viewable at the following link:

https://cambridge.eu.qualtrics.com/jfe/form/SV_8ueQldHRPeTn6Au

Sandra Fulton (G), Chair Standing Committee on Student Finance and Welfare, noted that the format of the survey was the same as that used in the previous two years, so as to provide consistent data for the Strategic Review of Mental Health Provision. She agreed to add a progress indicator to the survey.

The Committee approved the annual survey, with a minor amendment to its format.

STC.21.70 Update on the Strategic Review of Mental Health Provision

The Committee received for information a progress update from the Project Steering Group:

Paper 5 Strategic Review of Mental Health - update March 2022 FINAL

The Committee was invited to nominate representatives on eight task-and-finish groups, and to delegate the decisions to its Business Committee. Due to the number of representatives required the Chair recommended that other relevant College staff, such as Tutors or Welfare Advisors, could be put forward for membership of one of the groups.

The out-of-hours service task-and- finish group had initially suggested a service similar to the Student Union's Nightline, but had recently come back to an emergency hotline which was closer to what Senior Tutors had originally requested.

An informal gathering between Senior Tutors and NHS personnel was proposed for the beginning of the next term.

The Committee warmly thanked Natalie Acton for providing a substantial and detailed update on Stage 3 of the strategic review.

Members were asked to contact Malcolm Millbrook (OIS) with proposed nominations to the task-and-finish groups.

STC.21.71 Colleges IT Committee (CITC): Revision to Terms of Reference

The Committee approved an amendment to the terms of reference of the Colleges' IT Committee:

Paper 6 CITC: draft terms of reference

STC.21.72 Postgraduate Maintenance Rates

The Committee noted the removal of the settling in figure and approved the proposed maintenance rates:

Paper 7 SFW.22.11 Maintenance Rates 2023-24

STC.21.73 Membership of Sub-Committees and Other Bodies

The Committee approved the following proposals for representation on other committees:

<i>on...</i>	<i>appointment of...</i>	<i>replacing...</i>
Colleges' IT Committee (from October 2022)	Rita Monson (CHU)*	Geoff Parks (JE)
Joint Committee on Childcare for Students	Susan Larsen (W)*	<i>Category (b) member (Senior Tutors' Committee appointment)</i>

**the named individuals had been approached to serve but not yet confirmed.*

The following paper was circulated for information:

Paper 8 Membership reports as at 3 March 2022

Senior Tutors were asked to check the report for accuracy and advise OIS of any amendments or additions.

STANDING BUSINESS – MATTERS FROM STANDING COMMITTEES**STC.21.74 Senior Tutors' Business Committee**

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

Paper 9 Minutes of the meeting on 17 February 2022

STC.21.75 Reports of Standing Committees

The following business was reported:

a) Standing Committee on Student Finance and Welfare

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

Paper 10 Minutes of the meeting on 21 February 2022

Sandra Fulton (G), as Chair of the Standing Committee, drew attention to:

i) Minute 5: Levy Requests

The Committee noted the recommendations made by the Standing Committee for the following levies:

- Nightline
- Student Advice Service
- Sexual Health Scheme
- Menstrual Supplies Scheme (Minute 5.3)

Senior Tutors were asked to note the qualified recommendation relating to the provision of menstrual supplies.

ii) Minute 6: Anti-spike Drink Covers

The Committee agreed with the Standing Committee's recommendation that Colleges discuss approaches with their MCRs/JCRs and report back, so that best approaches could be considered at the end of the academic year.

iii) Minute 11.1: Proposals to reform wellbeing and welfare committees

The Committee noted the discussion on the redistribution of finance items following the proposed governance reform.

b) Postgraduate Tutors' Committee

The unconfirmed minutes of the most recent meeting are circulated for information:

Paper 11 Minutes of the meeting on 24 February 2022

Duncan Needham (DAR), as Chair of the Standing Committee, drew attention to:

i) 22.14.1: Postgraduate Open Day

Following its discussion at the meeting on 27 January 2022 about the possibility of arranging in-person open days for clusters of Colleges, the Committee considered an invitation to participate in in-person open days. While the Cambridge Admissions Office would help to coordinate, members were invited to organise themselves into College clusters.

c) Standing Committee on Education

The unconfirmed minutes of the meeting held on 28 January 2022 were circulated for information:

Paper 12 Unconfirmed STEC minutes 28.1.22

Jacqueline Tasioulas (CL), Chair of the Standing Committee, drew attention to:

i) 9: Psychological and Behavioural Sciences Tripos

The restructure of the Psychological and Behavioural Sciences (PBS) Tripos and the Natural Sciences Tripos (NST) had been in development since 2020 and had proceeded through the relevant departmental and School committees. The paper proposed that accreditation via the BPS should be only available via the PBS Tripos. The Department hoped to continue to offer a psychology option in Part IA and Part II of NST to maintain student choice. The Department were also keen to retain medical students intercalating prior to the clinical portion of the course. The restructure would rationalise the teaching within Psychology.

The Committee reviewed a paper proposing the reform of PBS:

Paper 13 ED.22.07 - Psychological and Behavioural Sciences Tripos

STANDING BUSINESS – UNDERGRADUATE ADMISSIONS MATTERS

STC.21.76 Minutes from the Undergraduate Admissions Committee and the Admissions Forum

The Committee received minutes from:

Paper	Committee/body	Date of meeting
14	Undergraduate Admissions Committee	7 February 2022
15	Admissions Forum	22 February 2022

Attention was drawn to the following Admissions Forum minute:

i) 22/32 i): Post Qualification Admissions (PQA)

The Chair reported that, following the PQA consultation last year, the Government has concluded that it will not be reforming the admissions system to PQA at this time. The focus will instead be on improving transparency and reducing the use of unconditional offers – how this will be progressed will be confirmed in coming weeks/months. The Chair sincerely thanked all members of the PQA Working Group for their input into this process. The full report can be found online:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1056912/Post-Qualification_Admissions_Consultation_Response_February_2022_web_version.pdf

REPORTED BUSINESS**STC.21.77 Minutes and Reports from Other Intercollegiate Committees**

Minutes were received from the following committees:

<i>Committee minutes</i>	<i>Meetings since last STC</i>
Bursars' Committee	17 February 2022
Colleges' Committee	Has not met
Cambridge Outreach Strategy Committee	20 January 2022
Colleges' Standing Committee	Has not met
University and Colleges Joint Committee	1 February 2022

STC.21.78 Minutes and Reports from Committee Representatives on University Committees and Joint Committee

Minutes were received from the following committees:

<i>Committee minutes</i>	<i>Meetings since last STC</i>
Admissions Assessments Steering Group	11 February 2022

FINAL DISCUSSIONS

STC.21.79 **Discussion of other items raised in advance**

Jane update: working group on college sports. We have worked to get a broad survey on database of student access and participation in sports activities, what are barriers and incentives? See e-mail she sent.

STC.21.80 **Future meetings**

Meeting dates for 2021-22 are listed below: all meetings will take place at 2:15 pm, with coffee served from 2:00 pm:

<u>Date</u>	<u>College</u>
27 May 2022	Clare College
15 July 2022	Darwin College

Meeting dates for 2022-23 are listed below: all meetings will take place at 2:15 pm, with coffee served from 2:00 pm:

21 October 2022
25 November 2022
3 February 2023
10 March 2023
12 May 2023
16 June 2023
21 July 2023

2022-03-11 STC minutes

M Millbrook
14 March 2022

Senior Tutors' Committee

Minutes of the meeting held at 2:15 pm on Friday 27 May 2022
via Zoom

The meeting was chaired by Marina Frasca-Spada (CC): the minute taker was Malcolm Millbrook (Office of Intercollegiate Services).

Members' Attendance: Please note that blank cells below represent Colleges that were not represented at the meeting. The name marked with an asterisk (*) attended as a substitute for the respective member.

Christ's	Robert Hunt
Churchill	Rita Monson
Clare	Jackie Tasioulas
Clare Hall	Holly Hedgeland
Corpus Christi	Marina Frasca-Spada
Darwin	Duncan Needham
Downing	Guy Williams
Emmanuel	Robert Henderson
Fitzwilliam	Paul Chirico
Girton	Sandra Fulton
Gonville & Caius	Andrew Spencer
Homerton	Penny Barton
Hughes Hall	Tori McKee
Jesus	Geoff Parks
King's	Timothy Flack
Lucy Cavendish	Jane Greatorex
Magdalene	Stuart Martin (Assoc. Sec.)

Murray Edwards	Michelle Gemelos
Newnham	Liba Taub
Pembroke	Robert Mayhew
Peterhouse	Stephen Hampton
Queens'	Andrew Thompson
Robinson	David Woodman
St. Catharine's	Holly Canuto
St. Edmund's	Judith Bunbury (Assoc. Sec)
St John's	Richard Partington
Selwyn	Mike Sewell
Sidney Sussex	Max Beber
Trinity	Sachiko Kusakawa
Trinity Hall	Clare Jackson
Wolfson	Susan Larsen
CSU: UG President	Zakary Coleman
CSU: PG President	Ben Dalitz*

Attendees

University	Alice Benton, Head of Education Services Gemma Long, Head of Education Quality & Policy Graham Virgo, Senior Pro-Vice-Chancellor (Education)
Colleges	Richard Anthony (JE), Secretary of the Bursars' Committee Sam Lucy (N), Director of Undergraduate Admissions
Student presenters	Gemma Douglas, CSU Advice and Welfare Manager (minute STC.21.85) Simina Dragos (F), PhD student (minute STC.21.86) Taylor Hughson (JN), PhD student (minute STC.21.86) Lily Ingram (PET), HSPS Tripos student (minute STC.21.85) Ruth Lawlor (Q), Junior Research Fellow (minute STC.21.86) Lydia Seed (EM), Clinical Medicine student (minute STC.21.85)
OIS	Diane Brooker, Office Manager Malcolm Millbrook, Deputy Head Matthew Russell, Head

The Chair noted that several members were supervisors (see minute STC.21.86), but such an association did not constitute a conflict of interest sufficient to be excluded from the discussion.

STC.21.81 Minutes of the meeting held on 11 March 2022

The minutes of the meeting on 11 March 2022 were approved as a true record, with an amendment to clarify the decision reached for item STC.21.68: further work was requested to explore the feasibility of

decoupling the academic assessment of Organ Scholarship applications from the assessment of competency in organ playing.

STC.21.82 Matters arising not elsewhere on the agenda

There were no matters arising not raised elsewhere on the agenda.

STANDING REPORTS

STC.21.83 Report of the Senior Pro-Vice-Chancellor (Education)

The Senior Pro-Vice-Chancellor (Education) reported:

- a) The Ukraine Taskforce had been established, which had developed a number of programmes to support scholars and students affected by the war. The University was working with a number of government officials in Ukraine to see what support could be provided there. It was hoped that the University and Colleges would be institutionally eligible to sponsor Ukraine students, until that had happened it limited what could be done to host Ukraine students.
- b) The Department of Education had launched a taskforce to tackle drink spiking and other attacks. It would publish a report by the end of the calendar year, to provide recommendations for HEI. Zakary Coleman (CSU), requested that Senior Tutors engage with their JCRs to provide financial support for further spiking covers.
- c) A delay to the Teaching Excellence Framework had been announced, the submission deadline would now be in early 2023.

STC.21.84 Report of the Chair of the Committee

The Chair of the Committee reported that there was now a reasonably consistent line with interview formats for the next undergraduate admissions round, which was discussed further under minute STC.21.87.

PRINCIPAL AND SUBSTANTIVE BUSINESS

STC.21.85 College provision of Menstrual Products

The Committee received a presentation from representatives of the Cambridge Period Project, advocating for the need of more widespread provision of period products in Colleges, following a rejected levy request to fund emergency menstrual products to students:

- Paper 1 Extract from Levies Panel report on Menstrual Products Scheme
- Paper 2 CSU proposal for menstrual products benchmarked service provision

In the discussion that followed, the following points were noted:

- a) The representatives clarified that the proposal was for period products to be made available in public toilets only, e.g. toilets in libraries and bars, not for toilets within private accommodation.
- b) If the products were sealed, and in date, they otherwise did not require any particular method of storage or security.
- c) Emmanuel College and Jesus College were given as examples of Colleges providing best practice for menstrual product provision.

The Chair thanked the Cambridge Period Project representatives for their presentation, and for bringing the matter to the Colleges' attention.

The Committee recommended that individual Colleges revise their provision of period products, in respect to the recommended baseline provided by the Cambridge Period Project.

STC.21.86 "Justice for College Supervisors" campaign

The Committee received a presentation from representatives of the Cambridge UCU's "Justice for College Supervisors" campaign, supported by the Cambridge Student Union. Their petition called for paid supervisor training, a revision of the supervision pay rate to reflect the full number of hours spent on class preparation and the increased minimum wage, and employment contracts for casualised teachers who supervised undergraduates.

In the discussion that followed, the following points were noted:

- a) The General Board's Education Committee had recently approved drafting a consultation, proposing that attendees be paid for Faculty and Department mandatory training at £16 per hour. This was in line with the University's newly established policy on anti-casualisation.
- b) One of the campaign's proposals, that all supervisors would be employed solely by the University and costs covered by the Colleges, had not yet been presented to the University.
- c) Not all details of the campaign's demands had been conceptualised yet, as from the campaigners' point of view negotiations had only just begun. Therefore certain queries, such as what would happen if a supervisor breached their contract by not providing the number of hours of work they had agreed to give, needed to be discussed further.
- d) Further work was needed to assess the amount of time taken to prepare and mark work for supervisions. It was believed that such times varied greatly depending on the subjects and specific papers taught, therefore multiple supervision rates would be needed to ensure that all supervisors received a fair hourly rate. The proposed payment rate formula implied the unusual pay arrangement that experienced supervisors, who would need less time to prepare, would be paid less than inexperienced supervisors. The campaigners were open to conversation about their proposed formula, to consider a fairer way of taking into account different preparation times.
- e) The wider views of stakeholders, such as those of Directors of Studies, needed to be taken into account.

The Chair thanked the campaign representatives for their presentation, and asked for a copy of the slides presented so that they could be circulated. **The Committee recommended that a working group be created, which would include representatives from Senior Tutors, Bursars, and the University, to explore the matters raised.**

STC.21.87 The future format of undergraduate admissions interviews

The Committee received extracted minutes of a recent meeting of the Admissions Forum, regarding what format undergraduate admissions interview should take, and a proposal to manage surges in applicant numbers between Colleges:

- | | |
|---------|--|
| Paper 3 | Admissions Forum: minute extract |
| Paper 4 | Proposal for Coping with Surges in College Applicant Numbers |

The Director of Undergraduate Admissions informed members that Peterhouse had since referred the matter of interview formats to its Governing Body, which had agreed to online interviews for the forthcoming round. All Colleges except Trinity would therefore conduct all interviews online for the

2022/23 cycle. Further consideration on interview formats was needed beyond that. The University of Oxford had also recently taken the decision to conduct all of its interviews online.

The Director of Undergraduate Admissions suggested that it would be useful to gather more evidence to inform decisions made about interview formats for future rounds, as there was inconsistent anecdotal evidence from offer holders and applicants on what was the preferred format. It was planned that CAO's student recruitment team would create a questionnaire to be sent to those on the Open Day mailing lists, requesting their views on the advantages or disadvantages of online and in-person interviews. This would also be discussed with the Chairs of the Admissions Forum, the STC Secretariat and others, and the Senior Tutors would be asked to approve the specific questions posed in the questionnaire.

The proposal for providing a list of volunteer interviewers, to give support to Colleges who received a surge in applicant numbers, had been recommended by the Admissions Forum with the exclusion of a mechanism to provide an incentive for Colleges to provide volunteers. The Admissions Forum also considered a paper about mitigating measures for over-subscribed Colleges. The Director of Undergraduate Admissions would coordinate the use of the volunteer list, and confirmed that such interviewers would not be obliged to respond to any call for assistance. Work would be conducted over the summer to set deselection thresholds and mandatory pooling for subjects, in particular for those with pre-interview tests, to ensure Colleges with surges in applicant numbers did not deselect disproportionately.

Sachiko Kusakawa (T) noted the concerns that had been expressed by her College's unilateral decision on interview formats, which had been made due to the significant decline in widening participation students at Trinity College. She hoped that the deselection criteria would be followed if there was a surge in applicants, and would take comments from Senior Tutors back to her colleagues.

The Committee approved the two proposals from the Admissions Forum, of interview formats for 2023/23 and the use of a volunteer interviewer list to cope with surges in College applicant numbers.

STC.21.88 Student Suicide-Safer Strategy

The Committee received the latest draft Collegiate University Student Suicide-Safer Strategy, which had been recommended for approval by the Senior Tutors' Business Committee:

Paper 5 Student Suicide-Safer Strategy

The Chair reported that the latest version has been revised on the basis of a large amount of feedback received from several Colleges. The current iteration of the document was now acceptable to all Colleges.

Zakary Coleman and Ben Dalitz (CSU) expressed disappointment at the apparent 'watering down' of the strategy, the loss of detail on the serious incident review procedure, and that students had not been involved in the entire process of forming a final version of the document. The Chair felt it was important that there was a document which all Colleges were comfortable with, and that the current version's significant changes were solely in its rhetoric. The document was a frame of reference for procedures, rather than detailing implementations of procedures such as with the serious incident review. The procedure for a serious incident review was already in the process of being discussed.

The Senior Pro-Vice-Chancellor (Education) was grateful for the work gone into the strategy document, and reminded members that it would go to the Colleges' Committee, the General Board

and then University Council for approval as the document was now different from the previous version that was adopted.

The Committee approved the Student Suicide-Safer Strategy.

STC.21.89 Senior Tutors' Committee: Revised Terms of Reference

The Committee received an updated version of the terms of reference for the Senior Tutors' Committee's Terms of Reference, following a request for representation from the College Development Directors' Committee. The proposed revision was supported by the Business Committee at its meeting on 27 April 2022:

Paper 6 Draft Terms of Reference: Senior Tutors' Committee

The Committee approved the updated version of its terms of reference.

OTHER BUSINESS

STC.21.90 CamCORS Project Board

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

Paper 7 CamCORS Project Board – Minutes 3 March 2022
 Paper 8 2022-23 Levy Funding request (extracts)
 Paper 9 Extract from Levies Panel report on CamCORS and CASC

The Chair reported the substantial increase in the cost of supporting CamCORS, which had been approved by the Levies Panel and Bursars' Committee. This increase was necessary to ensure the continuation of CamCORS following infrastructure and viability issues with CASC, to make the mission-critical product sustainable in the long-term.

STC.21.91 Membership of Sub-Committees and Other Bodies

The Committee approved the following proposals for representation on other committees:

<i>on...</i>	<i>appointment of...</i>	<i>replacing...</i>
Admissions Assessment Steering Group (from October 2022)	Richard Partington (JN)	Geoff Parks (JE)
Bursars' Fees and Student Finance Sub-Committee	Jane Greatorex (LC) Max Beber (SID)	<i>new</i>
College Development Directors' Committee	Duncan Needham (DAR)	<i>new</i>
Examination and Mitigation Committee	Tim Wilkinson (JE)	Jeremy Caddick
Joint Committee on Childcare for Students	Holly Hedgeland (CLH)	<i>Category (b) member (Senior Tutors' Committee appointment)</i>
Joint Review Group on Part-Time Students (see below)	Mike Sewell (SE)	<i>new*</i>
Postgraduate Admissions Committee Recruitment	Duncan Needham (DAR)	<i>renewal</i>

and Funding Sub-Committee		
Undergraduate Admissions Committee	Marina Frasca Spada (CC) Andrew Spencer (CAI)	<i>renewal</i>
University-Colleges Student Numbers Management Group	Sam Lucy (N) Tori McKee (HH)	<i>new*</i>

The Committee noted that the following Senior Tutors had agreed to serve on the Mental Health Task and Finish Groups:

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

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

Attention was drawn to the following current or impending vacancies (from 1 October 2022):

<i>on...</i>	<i>replacing...</i>
Careers Service Committee	Max Beber (SID)
Education Portfolio Board	Guy Williams (DOW)
Information Services Committee	Tim Flack (K)
Mental Health Task and Finish Group - BME Advisory Group	<i>new</i>
Undergraduate Admissions Committee	Tim Flack (K)

Otherwise, the following paper was circulated for information:

Paper 10 Membership reports as at 20 May 2022

Senior Tutors were asked to check this for accuracy and advise OIS of any amendments/additions.

STANDING BUSINESS – MATTERS FROM STANDING COMMITTEES

STC.21.92 Senior Tutors' Business Committee

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

Paper 11 Minutes of the meeting on 27 April 2022

STC.21.93 Reports of Standing Committees

The following business was reported:

a) Standing Committee on Student Finance and Welfare

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

Paper 12 Minutes of the meeting on 9 May 2022

Sandra Fulton (G), as Chair of the Standing Committee, drew attention to:

- i) Minute 4: Disability Resource Centre Annual Report, 2020-21

The Committee noted discussions concerning mentoring and the provision of Disability Advisers.

The Committee received the DRC Annual Report for information:

Paper 13 DRC Annual Report 2020-21

- ii) Minutes 5 and 6: Office of Student Conduct, Complaints and Appeals Annual Report 2021-22 and Disciplinary procedure and casework

The Committee noted discussions concerning the work of OSCCA and suggestions for future interaction with the College Transfers process.

It received the annual report for information:

Paper 14 OSCCA Annual Report 2020-21

b) Postgraduate Tutors' Committee

The unconfirmed minutes of the most recent meeting were circulated for information:

Paper 15 Minutes of the meeting on 12 May 2022

Duncan Needham (DAR), as Chair of the Standing Committee, drew attention to:

- i) Minute 22.26.1.1: Admissions update

The Committee noted the fall in applicants and offers for doctoral admission. This was a particular concern for Colleges for whom the allocator had closed, but where they still had capacity to accept more one-year Masters students due to the fall in doctoral student offers.

- ii) Minute 22.26.3.1: Improving Access and Participation for PGT and PGR Masters students

The Committee noted activities Colleges had engaged in to help integrate their Masters students, in response to the CSU report on Improving Access and Participation for PGT and PGR Masters students.

c) Standing Committee on Education

The unconfirmed minutes of the meeting held on 13 May 2022 were circulated for information:

Paper 16 Unconfirmed STEC minutes 13 May 2022

Jacqueline Tasioulas (CL), as Chair of the Standing Committee, drew attention to:

- i) Minute 7: Psychological and Behavioural Sciences Tripos reform
The Committee approved the Standing Committee's recommended endorsement of the final paperwork for the Psychological and Behavioural Sciences Tripos reform:

Paper 17 PBS Tripos reform paper

STANDING BUSINESS – UNDERGRADUATE ADMISSIONS MATTERS

STC.21.94 Minutes from the Undergraduate Admissions Committee and the Admissions Forum

The Committee received minutes from:

Paper	Committee/body	Date of meeting
18	Undergraduate Admissions Committee	14 March 2022
19	Admissions Forum	29 April 2022

REPORTED BUSINESS

STC.21.95 Minutes and Reports from Other Intercollegiate Committees

Minutes were received from the following committees:

Committee minutes	
	Meetings since last STC
Bursars' Committee	<i>Has not met</i>
Colleges' Committee	<i>Has not met</i>
Cambridge Outreach Strategy Committee	<i>Has not met</i>
Colleges' Standing Committee	28 April 2022
University and Colleges Joint Committee	3 May 2022

The Examination Access and Mitigation Committee provided their annual report:

Paper 20 EAMC Annual Report 2020-21

STC.21.96 Minutes and Reports from Committee Representatives on University Committees and Joint Committees

Minutes were received from the following committees:

Committee minutes	
	Meetings since last STC
Admissions Assessments Steering Group	4 May 2022
Postgraduate Admissions Committee	10 February 2022

FINAL DISCUSSIONS**STC.21.97** **Discussion of other items raised in advance****a) New Directors of Studies/Tutor training sessions**

The Associate Secretary for Education had organised training sessions for New Directors of Studies and Tutors:

Wednesday 28th September 2022 2-5pm - Tutor training session
Friday 30th September 2022 2-5pm - DoS training session

Judith Bunbury (ED) thanked the Chair for hosting the sessions at Corpus Christi College, and Malcolm Millbrook (OIS) for consolidating the various training materials onto one online platform. Facilitators for the sessions' group work were being sought, invitations to the sessions would be sent out in September. Judith Bunbury would discuss with Max Beber and Malcolm Millbrook his recommendation that the sessions be co-ordinated with the new Wellbeing Advisors.

STC.21.98 **Future meetings**

Meeting dates for 2021-22 are listed below. All meetings will take place at 2:15 pm, with coffee served from 2:00 pm:

<u>Date</u>	<u>College</u>
15 July 2022	Darwin College

Meeting dates for 2022-23 are listed below: all meetings will take place at 2:15 pm, with coffee served from 2:00 pm:

4 November 2022
2 December 2022
17 February 2023
17 March 2023
26 May 2023
23 June 2023
21 July 2023

STC.21.99 **Reserved business**

The Committee discussed two items of reserved business.

2022-05-27 STC minutes (unreserved)

M Millbrook
28 May 2022

Senior Tutors' Committee

**MINUTES of the meeting held at 2:15 pm on Friday 15 July 2022
in the Bradfield Room, Darwin College**

The meeting was chaired by Marina Frasca-Spada (CC): the minute taker was Malcolm Millbrook (Office of Intercollegiate Services).

Members' Attendance: Please note that blank cells below represent Colleges that were not represented at the meeting. The name marked with an asterisk (*) attended as a substitute for the respective member.

Christ's	Robert Hunt
Churchill	Rita Monson
Clare	Jackie Tasioulas
Clare Hall	Holly Hedgeland
Corpus Christi	Marina Frasca-Spada
Darwin	Duncan Needham
Downing	Guy Williams
Emmanuel	Robert Henderson
Fitzwilliam	Paul Chirico
Girton	Sandra Fulton
Gonville & Caius	Andrew Spencer
Homerton	Penny Barton
Hughes Hall	Tori McKee
Jesus	Geoff Parks
King's	Myfanwy Hill*
Lucy Cavendish	Jane Greatorex
Magdalene	Stuart Martin (Assoc. Sec.)

Murray Edwards	Michelle Gemelos
Newnham	Liba Taub
Pembroke	Robert Mayhew
Peterhouse	Stephen Hampton
Queens'	Andrew Thompson
Robinson	
St. Catharine's	Holly Canuto
St. Edmund's	Judith Bunbury (Assoc. Sec)
St John's	Richard Partington
Selwyn	Mike Sewell
Sidney Sussex	Max Beber
Trinity	Sachiko Kusukawa
Trinity Hall	Clare Jackson
Wolfson	Susan Larsen
CSU: UG President	Zakary Coleman
CSU: PG President	Anjum Nahar

Attendees

University	Andrew Aldridge, Head of Internal Communications and Deputy Director of the Office of External Affairs and Communications (minute STC.21.105) Alice Benton, Head of Education Services Pen McCarthy, Internal Communications Manager – Students and Education, Office of External Affairs and Communications (minute STC.21.105) Stephen Toope, Vice-Chancellor Graham Virgo, Senior Pro-Vice-Chancellor (Education)
Colleges	Richard Anthony (JE), Secretary of the Bursars' Committee Sam Lucy (N), Director of Undergraduate Admissions Pippa Rogerson (CAI), Deputy Chair of Colleges' Committee James Wood (TH), Acting Tutor MT 2022 – LT 2023
OIS	Rebeca Salvador, Administrator Malcolm Millbrook, Deputy Head

Zakary Coleman (CSU) noted that he and Anjum Nahar (CSU) were trustees of the CSU, and therefore had a conflict of interest concerning item STC.21.109. Such an association did not constitute a conflict of interest sufficient to be excluded from the discussion.

STC.21.100 Unreserved Minutes of the meeting held on 27 May 2022

The unreserved minutes of the meeting on 27 May 2022 were approved as a true record, with an addition for item STC.21.86 to state that the main demand of the "Justice for College Supervisors" campaign was to enter into negotiations with the Colleges.

STC.21.101 **Matters arising not elsewhere on the agenda**

a) **Student Suicide Safer Strategy (27 May 2022, minute STC.21.88)**

The Committee noted that the University Council had agreed to approve the Student Suicide Safer Strategy on behalf of the University, but had concerns with the terminology used within it:

Paper 1 Suicide Safer Strategy - Minutes of University Council discussion

STANDING REPORTS

STC.21.102 **Report of the Vice-Chancellor**

The Vice-Chancellor congratulated Claire Jackson (TH) for winning the Wolfson History Price 2022, for her book 'Devil-Land'. He then reported:

- a) That he had recently met with Rt. Hon. Michelle Donelan MP, focussing on her recent letter about universities and external accreditation with equality and inclusion programmes, and on behalf of Universities UK, noting that universities were unanimous in their objections to the letter. He noted that so-called 'culture' issues remained salient in the Conservative PM campaign to date; he expected that there would be a continuing escalation of assertiveness from the Government on this matter.
- b) The well-received news of the recently opened Heart and Lung Research Institute, and of a briefing of MPs by the Cambridge Zero Director regarding the dangers of the climate crisis.
- c) The success of the first 2022 staff summer get-together at the Botanic Garden, he thanked CUDAR and the Garden's event team for their work in arranging the events.

STC.21.103 **Report of the Chair of the Committee**

The Chair of the Committee reported that the recent examination season had been particularly difficult and taxing. A Review of the University's approach to examination and assessment adjustments, allowances and mitigation was being established. It was hoped that College representation would be fully involved in this exercise. The Chair noted and thanked for the well-received revival of the policy of Senior Examiners contacting Senior Tutors a day prior to a student receiving a Fail.

PRINCIPAL AND SUBSTANTIVE BUSINESS

STC.21.104 **Increasing international student numbers**

The Pro-Vice-Chancellor (Strategy and Planning) had been invited to brief the Committee regarding the University's aim to increase international student numbers, but was unable to attend the meeting. This item would be carried forward to the next meeting.

STC.21.105 **Mental Health Awareness campaign**

The Committee was introduced to James Helm, the new Director of OEAC, and received a briefing from OEAC members Andrew Aldridge and Pen McCarthy of a proposed student wellbeing campaign to be launched at the start of Michaelmas Term 2022:

Paper 2 Mental Health Awareness campaign proposal

In the discussion that followed, it was noted:

- a) the campaign could also be targeted to staff in general, as well as students and wellbeing staff.
- b) it would be helpful for the campaign to provide an institutional voice which told students it was OK to ask for help, to request assessment adjustments, or not to meet all workload demands, and still be successful academically.
- c) evidence should be provided which showed educational outcomes mapped against non-academic activities, such as playing sports or being an Organ or a Choral Scholar. This might show that students could succeed in their studies whilst engaged in extra-curricular activities that supported their wellbeing.
- d) the campaign's aim of normalising the asking for help should be sequenced first, rather than last.
- e) the distinction between mental health and wellbeing support should be made clearer, as coping with general anxiety and stress is not comparable to dealing with poor mental health.
- f) policy changes to be introduced by the University and the Colleges, as a result of the Strategic Review of Mental Health, should be announced by the campaign.
- g) whilst it was difficult to communicate what support Colleges provided, due to its varied nature, it was important not to recommend such support as an afterthought.
- h) the extent of student mental health difficulties should not be over-emphasised.
- i) students were unlikely to seek help due to the long waiting times to receive support, so reducing waiting times was critical for the campaign to be successful.
- j) branded campaign materials, such as poster templates, would ideally be made available to Colleges by the beginning of September, so that orientation packs could be updated.

The Committee supported the proposed campaign. OEAC would work with communication leads in Colleges to develop the proposed campaign over the summer, and would keep Senior Tutors closely informed.

STC.21.106 Strategic Review of Mental Health Provision

a) Update on the Strategic Review of Mental Health Provision

The Committee received an update on the Strategic Review of Mental Health Provision, which had been circulated to Senior Tutors and Heads of House on 28 June:

Paper 3 MH Review Update June 2022

Geoff Parks (JE) reported that his College had inadvertently not been consulted as one of the 11 Colleges which would withdraw their appointed Counsellors. He expressed concerns that the withdrawal of this facility for some students would remove an element which lowered the barrier in accessing support, and that the reasons for this change needed to be communicated to students as it could otherwise be perceived as a reduction in mental health support. Judith Bunbury (ED) would take that feedback to the Joint Wellbeing Committee, but noted that some UCS Counsellors would be based in Colleges. Online counselling sessions were available and well-received by students, and it was currently being investigated whether some UCS Counsellors could be less centrally based.

Richard Partington (JN) reported that the Review Steering Group did not want to overpromise, but it was likely that waiting times for appointments would be reduced to less than 10 days. Alice Benton (Education Services) noted that one reason for the withdrawal of College-appointed Counsellors was the poor value for money which the scheme offered. The College-

funded UCS provided much better value for money, and was set to improve significantly from Michaelmas Term 2022.

The Chair noted that while some members were very satisfied with the information/consultation process relative to how the withdrawal of College-appointed Counsellors had been managed, there was also some dissatisfaction raised by others.

b) Proposed mental health governance arrangements

The Committee received the proposed governance arrangements for overseeing student mental health and wellbeing across the Collegiate University:

Paper 4 Governance Proposal June 2022

In summary, the proposal recommended to:

- a) formally extend the Strategic Review of Mental Health Provision Steering Group's term for a further three years (i.e., to 2024-25).
- b) formally recognise the Steering Group as a transitional strategic body acting on behalf of the University and Colleges to oversee the area of student mental health and wellbeing, and to rename the Group to the Joint Wellbeing Committee (JWC). The JWC would report to GBEC and the Committee.
- c) formally add oversight of University central services to the JWC's remit with the work of the current UCS Executive Committee absorbed here under these auspices.
- d) formally merge the business of Senior Tutors' Finance and Welfare Committee and the University's Committee on Student Health and Wellbeing to form a joint operational Subcommittee of the JWC.

The finalised proposal was supported by the following Committees/Groups, after incorporating their feedback: the Mental Health Steering Group; the Senior Tutors' Finance and Welfare Committee; the UCS Executive Committee; the Senior Tutors' Business Committee; the Health and Wellbeing Committee; and the General Board's Education Committee.

The Committee approved the proposed mental health governance arrangements, to take effect between 2022-23 and 2024-25, on behalf of the Colleges. The Committee approved the delegation of responsibility for nominating Senior Tutors' Committee representatives to join the Joint Wellbeing Committee, and its Operational Sub-Committee, to the Senior Tutors' Business Committee.

c) Out-of-hours phone line pilot

Jackie Tasioulas (CL), qua member of the Out of Hours Task and Finish Group, briefed the Committee on the Group's proposed pilot scheme to trial an out-of-hours phone line. The service would support College staff dealing with mental health crises; and the pilot was proposed to begin in Michaelmas 2022:

Paper 5 Out of Hours telephone line proposal

In the discussion that followed, it was noted:

- a) Colleges were required to sign up to a risk escalation protocol in order to access the phone line.
- b) the protocol needed to be clear as to which College members could utilise the phone line, but, depending on internal arrangements that may vary from College to College, apart from Senior Tutors, others, e.g. Postgraduate Tutors and College Nurses, could also benefit from access to the service.
- c) it was understood that the establishment of the phone line did not preclude the development of on-the-ground support services.

The Committee approved the proposal, with further work needed on the risk escalation protocol.

STC.21.107 Undergraduate Supervision System Task and Finish Group

The Committee received a report from Judith Bunbury, Chair of the Undergraduate Supervision System Task and Finish Group, on the Group's progress to date. The Group had met five times, and would continue to meet weekly throughout the summer. The Group had developed a statement on how the undergraduate supervision system operated across the Colleges and the University, available on the OIS website, and would welcome feedback on this living document. The Group had also reviewed the reliability of statistical data across the Colleges relating to supervision provision and published appropriate contextual data, and had developed a statement to clarify the difference between the agreed intercollegiate re-charge rates and how Colleges independently use that information for setting their own payment rates.

STC.21.108 Intercollegiate re-charge rates for supervisions 2022-23

The Committee noted that the Bursars' Committee has approved the intercollegiate re-charge rates for supervisions (previously the intercollegiate supervision payment rates) for 2022-23:

Paper 6 Intercollegiate re-charge rates for supervisions 2022-23

STC.21.109 Reading Week Working Group proposal

The Committee noted that the University's Reading Week Working Group had produced a report which supported the introduction of a Reading Week. The report was supported by the General Board, and was considered by University Council:

Paper 7 Proposed Introduction of a Reading Week

Paper 8 Extract from 20 June 2022 University Council unconfirmed minutes

The Senior Pro-Vice-Chancellor (Education) reported that there had recently been further discussion of the report by the Colleges' Committee and at General Board. It was clear that there were significant concerns throughout the Collegiate University about the unsatisfactory way consultation on the Reading Week proposal had been carried out. The General Board had therefore approved the Senior Pro-Vice-Chancellor's proposal that the Reading Week Working Group should be expanded and continue to meet, that he would chair this expanded Group which would include a Head of House, one more Senior Tutor, and a representative from each School. The Working Group would aim to produce a consultative report to provide further opportunities for consultation from the Collegiate University.

The Committee welcomed the recent developments.

OTHER BUSINESS

STC.21.110 Undergraduates Admissions Appeals and Complaints procedure

The Committee received a paper detailing a new procedure for administering appeals and complaints regarding undergraduate admissions:

Paper 9 Undergraduate admissions appeals and complaints

Malcolm Millbrook (OIS) informed the Committee that a Working Group, to review the current procedures for undergraduate admissions appeals and complaints, had been established by the Senior Tutors' Business Committee following recent complex serious cases including one which had resulted in a request for a judicial review. The key lesson learnt was that the authority and status of the appeals panel as it had been operating was unclear. The proposal was designed to clarify to applicants how their appeals or complaints would be processed. The advantage to Colleges was that the proposed panel could only make comments or recommendations, Colleges would retain control of appeals and complaints.

Sam Lucy (Director of Undergraduate Admissions) reminded members that Colleges were able immediately to rectify errors with applicants at the point of being informed about them, rather than having to go through the appeals and complaints procedure.

Members agreed that the proposed procedures were in principle satisfactory, if it was made clearly visible to applicants what appeals and complaints were permissible; but that all Colleges needed to follow the same procedures rather than adapt the proposed templates in various ways.

The Committee thanked Helen Reed (CAO) for her work in supporting the Working Group. **The Committee agreed to consider an integrated version of the proposal document before its next meeting, with a view to then consider and approve a common procedure across all Colleges which admitted undergraduates.**

STC.21.111 Accessible Taxis

The Committee noted discussions regarding the continuing difficulty for mobility-impaired students to acquire accessible taxis:

Paper 10 Minute extract of the meeting on 13 June 2022

Judith Bunbury reported that, since the Standing Committee on Student Finance and Welfare had last met, the Environmental Health Manager Yvonne O'Donnell had reminded all taxi drivers of new rules under the Taxis and Private Hire Vehicles (Disabled Persons) Act 2022. The City Councillor asked that any further problems be raised to her. The Committee welcomed this development.

STC.21.112 Bystander training

The Committee received a report on Bystander training sessions in 2022:

Paper 11 Bystander and Respectful Relationships Training 2022

The Committee is asked what interest there is in co-ordinating the delivery of bystander training sessions for Michaelmas 2022, and how future sessions should be delivered.

Judith Bunbury reported that bystander training was being revamped under the Strategic Review of Mental Health. Colleges were advised to register their interest in receiving facilitator training with Sarah Steele. Bystander training materials would need to migrate from Moodle, potentially to the OIS intranet or to CCTL.

STC.21.113 Adjusting the 2023-24 postgraduate maintenance rates

On the request of the Head of Education Services, the Bursars' Fees and Student Finance Sub-Committee recommended adjusting the postgraduate maintenance rates for 2023-24 due to the rising inflation rate since the rates were set. For a postgraduate student it was proposed that the rate would be changed from £16,060 to £16,528, matching the UKRI 2022-23 minimum stipend for students outside London. **The Committee approved the new maintenance rate.**

STC.21.114 Membership of Sub-Committees and Other Bodies

The Committee approved the following proposals for representation on other committees:

<i>on...</i>	<i>appointment of...</i>	<i>replacing...</i>
Careers Service Committee	Tori McKee (HH)	Max Beber (SID)
Information Services Committee	Guy Williams (DOW)	Tim Flack (K)
The Stormzy Scholarships Selection Panel (x2 vacancies)	Stuart Martin (M) Kamran Yunus (DOW)	<i>New</i>

Attention was drawn to the following current or impending vacancies (from 1 October 2022)

<i>on...</i>	<i>replacing...</i>
Standing Committee on Education	Liba Taub (N)
Undergraduate Admissions Committee*	Tim Flack (K)

[*Post meeting note:* Andrew Thompson (Q) agreed to serve on the Undergraduate Admissions Committee]

The following paper was circulated for information:

Paper 12 Membership reports as at 8 July 2022

Senior Tutors were asked to check the report for accuracy, and advise OIS of any amendments/additions.

STANDING BUSINESS – MATTERS FROM STANDING COMMITTEES

STC.21.115 Senior Tutors' Business Committee

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

Paper 13 Minutes of the meeting on 8 June 2022

STC.21.116 Reports of Standing Committees

The following business was reported:

a) Standing Committee on Student Finance and Welfare

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

Paper 14 Minutes of the meeting on 13 June 2022

Sandra Fulton (G), as Chair of the Standing Committee, drew attention to:

- i) Minute 3.1: Working group on paid work

The Committee noted discussions concerning what information was presented to applicants and students regarding paid work during their studies:

Paper 15 Employment of Full-time Students

b) Postgraduate Tutors' Committee

The unconfirmed minutes of the most recent meeting were circulated for information:

Paper 16 Postgraduate Tutors' Committee Minutes 16 June 2022

Duncan Needham (DAR), as Chair of the Standing Committee, drew attention to:

- i) Minute 22.39.2: Part-time students

The Committee noted the request by the Postgraduate Tutors' Committee, to have an active involvement in the University's Joint Review Group on Part-Time Students.

c) Standing Committee on Education

The unconfirmed minutes of the meeting held on 17 June 2022 were circulated for information:

Paper 17 Unconfirmed STEC minutes 17 June 2022

Jacqueline Tasioulas (CL), as Chair of the Standing Committee, drew attention to:

- i) Minute 7: Teaching and Learning Survey 2022

The Committee noted the Standing Committee's strong support of the survey, which aimed to provide useful data on the needs and interests of teaching staff for professional services, Faculties and Departments, and Colleges.

STANDING BUSINESS – UNDERGRADUATE ADMISSIONS MATTERS

STC.21.117 Minutes from the Undergraduate Admissions Committee and the Admissions Forum

The Committee received minutes from:

Paper	Committee/body	Date of meeting
18	Undergraduate Admissions Committee	16 May 2022
19	Admissions Forum	10 June 2022

REPORTED BUSINESS**STC.21.118 Minutes and Reports from Other Intercollegiate Committees**

Minutes had been received from the following committees:

<i>Committee minutes</i>	
	<i>Meetings since last STC</i>
Bursars' Committee	23 June 2022
Colleges' Committee	11 June 2022
Colleges' IT Committee	15 June 2022
Cambridge Outreach Strategy Committee	16 June 2022
Colleges' Standing Committee	21 June 2022
Joint Student Numbers Management Group	12 May 2022
University and Colleges Joint Committee	28 June 2022

STC.21.119 Minutes and Reports from Committee Representatives on University Committees and Joint Committees

Minutes had been received from the following committees:

<i>Committee minutes</i>	
	<i>Meetings since last STC</i>
Admissions Research Steering Group	7 June 2022

a) Admissions Research Steering Group

Guy Williams (DOW), as Chair of the Admissions Research Steering Group, drew attention to:

- i) Minute 9: Considerations regarding GCSE-based deselection thresholds
The Committee noted that there was no guarantee that it would be possible to identify GCSE-based deselection thresholds for all courses that require them. Guy Williams reported that other ways to deselect needed to be explored.

Sam Lucy noted that snapshot paragraphs on each course, detailing what qualifications the majority of successful applicants had, so as to show what a realistic application would be, would be published with the aim to reduce the number of unrealistic applications.

FINAL DISCUSSIONS**STC.21.120 Future meetings**

Meeting dates for 2022-23 are listed below: all meetings will take place at 2:15 pm, with coffee served from 2:00 pm:

4 November 2022
2 December 2022
17 February 2023
17 March 2023
26 May 2023
21 July 2023

STC.21.121 Farewells

The Committee noted that this was the last meeting of the following Senior Tutors, who were thanked for their services to their Colleges, intercollegiate matters and the Collegiate University:

Timothy Flack	King's College
Sandra Fulton	Girton College
Geoff Parks	Jesus College
Liba Taub	Newnham College

On behalf of the Committee, the Chair noted the imminent retirement of the following University representatives, and thanked them for their contributions to the work of the Committee and the Collegiate University more widely:

Stephen Toope	Vice-Chancellor
Graham Virgo	Senior Pro-Vice-Chancellor (Education)
Zak Coleman	CSU President (UG)
Anjum Nahar	CSU President (PG)

STC.21.122 Reserved business

The Committee discussed three items of reserved business.

2022-07-15 STC minutes unreserved

M Millbrook
18 July 2022