

Senior Tutors' Committee

**MINUTES of the meeting held at 2.15 pm on Friday 3 November 2023
in the Frankopan Hall, West Court, Jesus College**

The meeting was chaired by Marina Frasca-Spada (CC): the Executive Secretary 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	Tom Monie
Churchill	Rita Monson
Clare	Jackie Tasioulas
Clare Hall	Holly Hedgeland
Corpus Christi	Marina Frasca-Spada
Darwin	
Downing	Guy Williams
Emmanuel	Robert Henderson
Fitzwilliam	Miles Stopher
Girton	Toni Williams
Gonville & Caius	Andrew Spencer
Homerton	Penny Barton
Hughes Hall	Tori McKee
Jesus	Paul Dominiak
King's	Myfanwy Hill
Lucy Cavendish	Jane Greatorex
Magdalene	Stuart Martin (Assoc. Sec.)

Murray Edwards	Andrew Rudd
Newnham	Sheila Watts
Pembroke	Robert Mayhew
Peterhouse	Stephen Hampton
Queens'	Andrew Thompson
Robinson	Scott Annett
St. Catharine's	Holly Canuto
St. Edmund's	Kieron Devey
St John's	Richard Partington
Selwyn	Mike Sewell
Sidney Sussex	Max Beber
Trinity	*Sachiko Kusakawa
Trinity Hall	Michael Sutherland
Wolfson	Susan Larsen
CSU: UG President	Fergus Kirman
CSU: PG President	Vareesh Pratap

Attendees

University	Alice Benton, Head of Education Services Deborah Prentice, Vice-Chancellor Bhaskar Vira, Pro-Vice-Chancellor for Education
Colleges	Judith Bunbury (W), Associate Secretary Robert Gardiner (CAI), Secretary of the Bursars' Committee Heather Hancock (JN), Deputy Chair of the Colleges' Committee Martin Thompson (ED), Director of Undergraduate Admissions
OIS	Diane Brooker, Office Manager Malcolm Millbrook, Deputy Head Matthew Russell, Head

There were no declarations of interest.

STC.23.1 Welcome

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

- Scott Annett (R)
- Miles Stopher (F)
- Kieron Devey (ED)
- Michael Sutherland (TH)
- Robert Gardiner (CAI), Secretary of the Bursars' Committee
- Martin Thompson (OIS), Director of Undergraduate Admissions

STC.23.2 Minutes of the meeting held on 21 July 2023

The Committee approved the unreserved and reserved minutes of the meeting on 21 July 2023 as a true record.

STC.23.3 Terms of reference

Senior Tutors approved changes to the Committee's terms of reference, as recommended by the Business Committee, to standardise the titles of officers across intercollegiate committees. The privacy statement on the management of public information about the Committee's minutes were provided for information and reference:

Paper 1	Revised STC terms of reference
Paper 2	Privacy statement

PRINCIPAL AND SUBSTANTIVE BUSINESS

STC.23.4 Teaching Review

The Committee discussed the establishment of a joint University and Colleges Teaching Review, following its approval by the Colleges' Committee on 28 October 2023:

Paper 3	Review of Student Teaching terms of reference
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The Chair informed members that the terms of reference now allowed six College representatives on the Teaching Review Working Group. Those selected to represent the Colleges were Judith Bunbury (Associate Secretary, Grad. Tutor at W), Paul Dominiak (JE), Chris Lawrence (Bursar, N), Malcolm Millbrook (OIS), and Rita Monson (CHU), and; a Head of House to join the Working Group had yet to be confirmed.

The Pro-Vice-Chancellor for Education reported that the six School representatives were being identified, but it was hoped that the Working Group could meet before the end of the current term. A Project Manager was being sought to act as a single point of contact for the Working Group, to liaise closely with the Executive Secretary and his work with the Justice for College Supervisors (J4CS) campaigners. The Teaching Review was due to be discussed by Council, in particular on what structural issues could be changed at an institutional level.

There was discussion on the desirable scope of the review. It was acknowledged that, while some particular aspects of the situation could be prioritised, the complexity of the work needed both at the level of the Colleges and in the University was undeniable and would involve a number of different aspects (financial and human resource-related, for example, as well as educational). This would, therefore, require time. The Chair noted that the latest report of the Board of Scrutiny had recently welcomed the establishment of this teaching review and made a series of recommendations of issues it should consider concerning the ecosystem from which Colleges recruited supervisors (UTOs' undergraduate supervising, linked appointment, etc.). The Chair also indicated that a shorter-term high priority of the review was setting the management of Directors of Studies Committees on an efficient and well-organised footing. This would have a major positive impact on the interaction between Triposes and Colleges and mark a substantial practical improvement on the current situation.

Members also discussed the need for the Teaching Review to keep into account student workloads, to investigate this at the level of individual Triposes, and to compare them more concretely to the published supervision norms. This would require an examination of currently held data as well as the surveying of students and departments.

STC.23.5 'Justice for College Supervisors' (J4CS) campaign

Judith Bunbury and the Executive Secretary updated the Committee on the latest meetings held with J4CS campaigners, following the suspension of a call for a supervisor boycott:

Paper 4 J4CS programme of work

Three meetings had been held since the boycott was announced: discussions had been positive, with the creation of the programme of work and a planned survey on supervisor workloads. Future meetings would likely be less congenial as topics were raised on which convergence would be more difficult to achieve. It was expected that the campaigners might display a strong negative reaction to disagreements with the College representatives.

The Pro-Vice-Chancellor for Education informed the Committee that the Oxford branch of the UCU had recently published a report on the use of casualised academic work, which could be of use to discussions with the J4CS campaign.

STC.23.6 Undergraduate Admissions Assessments

The Director of Admissions updated the Committee on the current progress of providing new assessments for candidates applying in 2024.

Paper 5 Update on Undergraduate Admissions Assessments 2024-25

The University had joined the UCAT Consortium, STEP was now administered by OCR, and a preferred provider for ESAT and TMUA had been identified: negotiations were proceeding well and a contract was expected to be signed later that month. A Joint Venture Company had been established with Imperial College London, financed by both universities.

The model adopted to provide ESAT and TMUA were unlike those used currently by the University of Oxford: the tests would be held online but at test centres, not schools, and the preferred provider had significant experience in delivering online admissions assessments in test centres. The preferred provider would manage any difficulties applicants experienced in sitting the tests and give sufficient contextual information to Colleges for the appropriate use of test results.

Members discussed the current statement that UCAT would be used for deselection only. Many believed that more permissive language was needed. Current data showed a strong correlation between UCAT and A-Level results, it was hoped that further data would soon become available to show whether there was as correlation between UCAT and BMAT results. The majority of universities which had previously used BMAT had also joined the UCAT Consortium, and that subset of institutes could be interested in creating a 'UCAT+' featuring an additional science section but that version of the assessment would not be available for the next admissions round. The use of UCAT would require further discussions with the Pre-Clinical Medicine Directors of Studies.

STC.23.7 Undergraduate Admissions Governance

The Director of Undergraduate Admissions updated the Committee on the creation of a new collegiate University governance structure for undergraduate admissions:

Paper 6 Undergraduate admissions governance

A consultation on draft terms of reference for the new governance structure was underway, with College and University stakeholders able to provide responses as individuals or as representing the views of institutions.

Several members reported dissatisfaction amongst their Colleges' Fellowships: although the rationalisation of admissions governance was sensible in principle, there were concerns that the draft terms of reference were taking decision power away from the Colleges.

It was noted that the proposed governance structure was designed to bring current powers of the University and Colleges together into one committee, rather than infringe on any institute's autonomy or operations. The proposed terms of reference were designed to avoid previous poor governance experiences: each College would appoint an appropriate spokesperson with the authority and knowledge to represent their College at a new Undergraduate Admissions Committee, to enable informed discussions and appropriate decision-making by all stakeholders in undergraduate admissions across the University and the Colleges. This would allow the Senior Tutors' Committee more time to consider other vital matters relevant to education, welfare, etc.

The Director of Undergraduate Admissions was available for any member to discuss their concerns with the proposed governance structure. Several members felt that the closing date of the consultation was unrealistically short, so the Chair recommended that the deadline for responses be moved into the Lent Term.

STANDING REPORTS

STC.23.8 Reports of the Vice-Chancellor and Pro-Vice-Chancellor for Education

The Vice-Chancellor thanked the Senior Tutors for supporting the University community during challenging times. The Colleges' Committee had recently discussed how the Gaza-Israel conflict had impacted students, with a varied range of experiences reported.

The Pro-Vice-Chancellor for Education informed the Committee that the University's focus had been on supporting students and staff affected by the conflict. Meetings with student groups had been held to listen to and respond to their concerns, the University had avoided making political statements despite frequent requests. Guidance for handling concerns, complaints, or requests for advice had recently been provided to heads of institutions: an e-mail address to contact the International Response Operational Group had been created to centralise signposting of current support networks, the group was not a decision-making body but available to provide expert advice on matters relating to the Middle East and would monitor and gather information.

Members reported of research students whose work was being disrupted by the conflict due to travel restrictions. The Pro-Vice-Chancellor for Education clarified that departmental risk assessments for studying abroad followed recommendations from the Foreign Office, and that the risk assessment process should establish the department as taking a lead in communicating with affected students. Insurance companies should bear the cost of disrupted travel plans, not Colleges or University departments. A balance needed to be struck between risk and academic research.

STC.23.9 Report of the Chair of the Committee

The Chair of the Committee informed members of a request from the University's Head of Student Support: following some of the Colleges' experiences, it was recommended that Colleges consider a run with all relevant personnel of how the implementation of the student death response plan would work. This would take approximately an hour.

OTHER BUSINESS

STC.23.10 Mental Health Change Programme update

The Committee received an update on progress of the Mental Health Change Programme, previously circulated via e-mail:

Paper 7 Mental Health Change Programme report, October 2023

A presentation of the Mental Health Change Programme and its costs would be given at the Committee's next meeting.

STC.23.11 Student Mental Health and Wellbeing Governance Arrangements

The Committee approved the revised Terms of Reference of the Joint Wellbeing Committee, on the recommendation of the Business Committee:

Paper 8 Student Mental Health and Wellbeing Governance Arrangements

STC.23.12 Update to Criminal Records Panel procedures

The Committee approved revisions to procedures for the University's Criminal Records Panel, which reviews cases of students who had been offered a place on the Medical Sciences Tripos but were subject of a criminal matter:

Paper 9 CRP policy procedure 2023/24

The main revision was an update to the process that applicants went through to obtain a DBS check, and to remove references to veterinary students who no longer required a DBS check.

STC.23.13 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>
EDI Online Training Module Working Group	Max Beber (SID)	<i>New</i>
Exam Resits Task and Finish Group	Rita Monson (CHU) Sheila Watts (N)	<i>New</i>
Financial Assistance Committee	Rita Monson (CHU) Tori McKee (HH)	Penny Barton (HO) Stuart Martin (M)
Management Board of the University of Cambridge/Mastercard Foundation Climate Resilience and Sustainability Collaborative & Scholars Program	Susan Laren (W)	<i>New</i>
Medical and Veterinary Students Progress Panel	Myfanwy Hill (K)	Geoff Parks (JE) Mike Sewell (SE)
Precautionary Action Task and Finish Group:	Tom Monie (CHR)	<i>New – to serve alongside Toni Williams (G)</i>

The following paper was circulated for information:

Paper 10 Membership reports as of 27 October 2023

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

STANDING BUSINESS – MATTERS FROM STANDING COMMITTEES

STC.23.17 Senior Tutors' Business Committee

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

Paper 11 Minutes of the meeting on 23 October 2023

The Committee noted the following:

a) Minute STBC.23.4.a: Review of the College transfer process

The Working Group had met twice and was still in the phase of gathering information: the University's Head of Graduate Admissions had briefed the Working Group on how the transfer process intersected with postgraduate admissions, the Head of the Accessibility & Disability Resource Centre was due to brief the Working Group on how the transfer process supported students with disabilities.

b) Minute STBC.23.4.b: Impact of AI on undergraduate admissions and education

It was clear that the use of AI would soon become impossible to detect, and therefore any assessments of academic performance would need to adapt. The Executive Secretary was in the process of creating terms of reference for the Working Group, and guidance for supervisors on the use of AI. This was going to be adapted from University guidance for undergraduate teaching. The Working Group would next meet in late January, to review the impact of AI on the current undergraduate admission round.

STC.23.18 Reports of Standing Committees

a) Postgraduate Tutors' Committee

The unconfirmed minutes of the meetings held on 12 October 2023 were circulated for information:

Paper 12 Postgraduate Tutors' Committee: Minutes 12 October 2023

Duncan Needham (DAR), as Chair of the Postgraduate Tutors' Committee, drew attention to:

i) Minute 23.36.4: Committee priorities for 2023/24

The Committee noted the Postgraduate Tutors' Committee's agreed priorities for the current academic year.

ii) Minute 23.36.5: PhD student visa-holders undertaking supervisions

The Committee noted a discussion about Right to Work checks/worker agreements for visa-holding students who undertook supervisions, in response to a paper raised by the Cambridge SU.

b) Standing Committee on Education

The unconfirmed minutes of the meeting held on 20 October 2023 were circulated for information:

Paper 13 Senior Tutors' Education Committee: Minutes 20 October 2023

STANDING BUSINESS – UNDERGRADUATE ADMISSIONS MATTERS

STC.23.19 Minutes from the Undergraduate Admissions Committee and the Admissions Forum

The Committee received minutes from:

Paper	Committee/body	Date of meeting
14	Admissions Forum	16 August 2023
15		13 October 2023
16	Undergraduate Admissions Committee	15 May 2023

REPORTED BUSINESS

STC.23.20 Minutes and Reports from Other Intercollegiate Committees

Minutes had been received from the following committees:

Committee minutes	
	Meetings since last STC
Bursars' Committee	13 July 2023
Colleges' Committee	<i>Has not met</i>
College Development Directors' Committee	25 October 2023
Colleges' IT Committee	18 October 2023
Colleges' Standing Committee	10 October 2023
Fees and Student Finance Sub-Committee	11 October 2023
Legal Affairs & Employment Sub-Committee	13 October 2023
University and Colleges Joint Committee	17 October 2023

STC.23.21 Minutes and Reports from Committee Representatives on University Committees and Joint Committees

Minutes had been received from the following committees:

Committee minutes	
	Meetings since last STC
Access and Participation Plan Scrutiny Group	16 May 2023
Admissions Assessments Steering Group	12 October 2023
Admissions Research Steering Group	<i>No minutes</i>
Cambridge Outreach Strategy Committee	5 October 2023
Information Services Committee	18 July 2023
Joint Student Numbers Management Group	<i>No minutes</i>
Joint Wellbeing Committee	<i>No minutes</i>
Mental Health Funding Task and Finish Group	13 October 2023
Postgraduate Admissions Committee	15 June 2023
Review of Part Time Students Steering Group	<i>No minutes</i>
Undergraduate Admissions Tests Steering Group	<i>No minutes</i>

FINAL DISCUSSIONS

STC.23.22 Discussion of other items raised in advance

a) Multi-factor authentication

Toni Williams (G) reported that the introduction of multi-factor authentication for access to UIS services had caused difficulties for her College due to the lack of mobile signal coverage. She asked that members please note this difficulty for any of their students living around Eddington.

b) Recent student death

Andrew Rudd (MUR) thanked members and University staff for the kindness and support his College had received in response to the death of a student. This was the first implementation of the recently approved student death response plan: the procedures were found to be very useful and fit for purpose. Feedback would be provided to the University's Head of Student Support and Robert Mayhew (PEM), as Chair of the Suicide Safer Task and Finish Group.

STC.23.23 Future meetings

Meeting dates for 2023-24 are listed below: all meetings will take place at 2:15 pm, with coffee served from 2:00 pm:

1 December 2023	King's College
16 February 2024	Lucy Cavendish College
15 March 2024	Peterhouse
24 May 2024	Pembroke College
12 July 2024	Newnham College

2023-11-03 STC minutes

M Millbrook
10 November 2023

Senior Tutors' Committee

**MINUTES of the meeting held at 2.15 pm on Friday 1 December 2023
in the Dining Hall, Wilkins' Building, King's College**

The meeting was chaired by Marina Frasca-Spada (CC); the Executive Secretary 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	*Anna Protasio
Churchill	Rita Monson
Clare	Jackie Tasioulas
Clare Hall	Holly Hedgeland
Corpus Christi	Marina Frasca-Spada
Darwin	Duncan Needham
Downing	Guy Williams
Emmanuel	Corinna Russell
Fitzwilliam	Miles Stopher
Girton	Toni Williams
Gonville & Caius	Andrew Spencer
Homerton	Penny Barton
Hughes Hall	Tori McKee
Jesus	Paul Dominiak
King's	Myfanwy Hill
Lucy Cavendish	Jane Greatorex
Magdalene	Stuart Martin (Deputy Chair)

Murray Edwards	Andrew Rudd
Newnham	Sheila Watts
Pembroke	Robert Mayhew
Peterhouse	Stephen Hampton
Queens'	Andrew Thompson
Robinson	Scott Annett
St. Catharine's	Holly Canuto
St. Edmund's	Kieron Devey
St John's	Richard Partington
Selwyn	Mike Sewell
Sidney Sussex	Max Beber
Trinity	Catherine Bernard
Trinity Hall	Michael Sutherland
Wolfson	
CSU: UG President	Fergus Kirman
CSU: PG President	Vareesh Pratap

Attendees

University	Natalie Acton, Head of Student Support (for Items 5, 6 & 7) Alice Benton, Head of Education Services Mike Nicholson, Deputy Head of Education Services (Admissions and Participation) (for Items 5, 6 & 7) Jenny O'Hare, Programme Manager, Mental Health Change Programme (for Items 5, 6 & 7) Deborah Prentice, Vice-Chancellor
Colleges	Judith Bunbury (W), Deputy Chair of the Senior Tutors' Committee Robert Gardiner (CAI), Secretary of the Bursars' Committee Heather Hancock (JN), Deputy Chair of the Colleges' Committee
OIS	Diane Brooker, Office Manager Malcolm Millbrook, Deputy Head Matthew Russell, Head Martin Thompson, Director of Undergraduate Admissions
External	Helen Baird, SUMS Consulting (for Items 5, 6 & 7) Alison Oldam, SUMS Consulting (for Items 5, 6 & 7)

There were no declarations of interest.

STC.23.24 Welcome

Corinna Russell (EM) was welcomed to her first meeting in her role as Interim Senior Tutor. The Chair informed members that Robert Henderson had recently retired as Senior Tutor due to ill health. To general agreement, she praised his long service to Emmanuel College and the collegiate university, in particular his considerable work supporting Colleges during the COVID-19 pandemic.

STC.23.25 Minutes of the meeting held on 3 November 2023

The Committee approved the minutes of the meeting on 3 November 2023 as a true record.

STC.23.26 Matters arising not elsewhere on the agenda

a) 'Justice for College Supervisors' (J4CS) campaign (minute STC.23.5, 3 November 2023)

Judith Bunbury (ED), Richard Anthony (JE), and the Executive Secretary had continued to meet with 'Justice for College Supervisors' campaigners to progress the jointly agreed programme of work. No matters had arisen from those recent meetings for the Committee to discuss.

b) Undergraduate Admissions Governance (minute STC.23.6, 3 November 2023)

The deadline to submit feedback on the proposed undergraduate admissions governance structure had been extended to 31 January 2024.

PRINCIPAL AND SUBSTANTIVE BUSINESS

STC.23.27 Mental Health Change Programme

The Committee received a presentation outlining the financing underpinning of the Mental Health Change Programme and the current direction of costs, from Natalie Acton (Head of Student Support) and Jenny O'Hare (Programme Manager):

Paper 1 Mental Health Review Financial Update (December 2023)

In the resulting discussion the following was noted:

- a) Many members reported that the University's mental health support was vastly more accessible and responsive to students than prior to the change programme.
- b) Regular data was being collected on waiting times for the University Counselling Service and student feedback, a report on the latter had recently been received by the Joint Wellbeing Committee.
- c) The University had funded the 3-year change programme, from 2025-26 Colleges would therefore need to increase their financial contribution to the new stepped care model. This would be considered formally by the Levies Panel in 2024-25. A survey was currently collecting information on what mental health support Colleges were providing and funding, including whether a service was either following or in addition to the change programme.
- d) Several Colleges wanted to align their mental health support to the approach agreed by the change programme, but this first required establishing that the University's services would provide students with what they needed, and this would not necessarily coincide with what they wanted; whether students who required long-term counselling would receive it from the UCS; and whether specialist mental health support could be provided by the University sufficiently and in good time. Natalie Acton reported that the Head of the Mental Health Advice Service was keen to make best use of the newly established Mental Health Advisors and provide expert advice on mental health queries to Colleges.
- e) The Crane's Charity distributors were meeting soon to consider recommendations to reduce the eligibility for financial assistance for student health support, due to the low level of funding remaining. Guidance to Colleges would be sent soon on these changes.
- f) The University and Colleges needed to agree collectively on what standard of mental health support should be provided to students, so that the support was financially sustainable and defensible. For example, Cambridge currently provided support for specialist mental health treatment not available on the NHS, but this was not required or delivered by other UK universities. To a certain extent, Colleges were the victim of their own success by setting student

expectations too high on the level of mental health support they could receive. Instead, general feedback from undergraduates was that the University was failing the needs of students with disabilities.

- g) The agreed stepped care model required Colleges to put trust in the University to deliver mental health support to their students. The management of risk in doing so was best served collectively by the University than by Colleges individually.

STC.23.28 Access and Participation Plan

The Committee received a presentation from Mike Nicholson (Deputy Head of Education Services (Admissions and Participation)) outlining the Access and Participation Plan for 2024-28, what was expected the Office for Students would require of Colleges, and the work already carried out in preparation:

Paper 2 The Access and Participation Plan

Office for Students guidance was expected on 7 December. The deadline given for universities to submit their APP plans was potentially May 2024, if this was the case the University would request that the deadline be delayed until June to allow the necessary consultation between the University and Colleges. The Chair invited members to contact Mike Nicholson with questions resulting from his detailed briefing.

STC.23.29 Review of Examination and Assessment Adjustments, Allowances and Mitigation

SUMS Consulting was appointed by the General Board's Education Committee to conduct a review of the University's approach to examination and assessment adjustments, allowances, and mitigation. The Committee received a presentation from Helen Baird and Alison Oldam (SUMS Consulting) on the report's findings:

Paper 3 SUMS EAMC Final Report

Paper 4 SUMS EAMC presentation

In the resulting discussion the following was noted:

- a) [REDACTED]
- b) [REDACTED]
- c) [REDACTED]

d)

e)

STC.23.30 Teaching Review

Alice Benton (Head of Education Services) updated the Committee on the joint University and Colleges Teaching Review: the (strategy-focused) Task Force was now populated and would have its first meeting in February 2024. Alice Benton and the Executive Secretary were currently working on communicating its establishment. A template survey was being created for distribution to departments, to collate views on the delivery of undergraduate teaching. It was being considered how best to consult with stakeholders; a meeting with Senior Tutors and University heads of institutes could be held to gather different perspectives. A project officer was about to be appointed to support the programme of work.

STANDING REPORTS

STC.23.31 Report of the Vice-Chancellor

The Vice-Chancellor provided an oral report:

- a) Several new Pro-Vice-Chancellors would be appointed soon, to replace those due to step down. Moreover, the Council had proposed to create a new Pro-Vice-Chancellor for the Environment and Climate Sustainability. Colleges would be engaged in the process for selecting the new appointments.
- b) The Council was focused on a staff pay review and likely uplift concurrent with its People Strategy. A commitment of the review was to phase in a data-driven pay increase over several years, to coincide with cost savings and efficiencies. Regular updates on the matter would be provided for Colleges.

STC.23.32 Report of the Chair of the Committee

The Chair of the Committee provided an oral report:

- a) The Pro-Vice-Chancellor for Education asked the Chair to remind Senior Tutors of the Tsinghua University scheme which was recently announced, and for those interested to contact him by 4 December so that he could then start follow-up conversations with those Colleges.
- b) The Clinical Dean had asked the Chair to report on matters raised by both main political parties:

The Clinical School was aware that any changes to medical student numbers could only happen with the agreement of the School of Biological Sciences and Colleges. Currently it had a strong wish to keep numbers at the same level. It was understood that both parties suggested that medical schools with over 300 students would not be pressured to increase numbers, so Cambridge would not be affected by plans to double medical student numbers in the UK.

There were also potential plans to change to a four-year course, removal of the intercalated year, and a new medical apprenticeship course. The Clinical School had no plans to introduce such a course, and was lobbying against the first two proposals.

OTHER BUSINESS

STC.23.33 Undergraduate application and entry numbers in the Arts and Humanities

The Director of Admissions provided application and entry numbers for the current undergraduate admissions round:

Paper 5	Application and Entry Numbers by Subject 2023-24
Paper 6	Cover ratios 2023
Paper 7	Cover ratio calculator

Concerns in the drop in numbers for Arts and Humanities subjects had already been discussed by the relevant committees. A report on those discussions would be sent to Senior Tutors.

STC.23.34 University staff-student relationship policy

The Committee received an update on the University's establishment of a staff-student relationship policy, following feedback received from stakeholders:

Paper 8	Staff and Students Relationships Policy update
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STC.23.35 Revision to International Baccalaureate offer range for Overseas candidates

The Committee received a recommendation from the Admissions Forum, to revise the IB offer range from 40 – 42 points to 41 – 42 points for undergraduate applicants, based on research produced by the Overseas Qualifications Reference Group:

Paper 9	Minute Extract from Admissions Forum meeting 16 August 2023
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The Committee approved the recommendation.

STC.23.36 Revised eligibility criteria for the August Reconsideration Pool

The Committee received a recommendation to revise the eligibility criteria for the August Reconsideration Pool, as recommended by the Admissions Forum and Senior Tutors' Business Committee:

Paper 10	Eligibility criteria for the August Reconsideration Pool
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The major revision to the criteria was to allow applicants with refugee status to be eligible for the Reconsideration Pool. **The Committee approved the recommendation.**

STC.23.37 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 Supervision of the Student Union	Georgina Horrell (HO) from 1 Jan 2024	Holy Canuto (CTH)
Joint Standing Committee on Childcare for Students	Tori McKee (HH) from 1 Jan 2024	Reappointed for a further three years
Chair of the Medical Quota Committee	Director of Undergraduate Admissions <i>ex officio</i> (Martin Thompson) from 1 Dec 2024	Robert Henderson (EM)
Senior Tutors' Education Committee	Tom Monie (CHR) from 1 Jan 2024	Penny Barton (HO)

Attention was drawn to the current vacancies:

<i>on...</i>	<i>replacing...</i>
University Housing Commissioning Body	<i>New</i>
University Housing Sub-Committee	<i>New</i>

The following paper was circulated for information:

Paper 11 Membership reports as of 24 November 2023

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

STANDING BUSINESS – MATTERS FROM STANDING COMMITTEES

STC.23.38 Senior Tutors' Business Committee

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

Paper 12 Minutes of the meeting on 20 November 2023

STC.23.39 Reports of Standing Committees

a) Postgraduate Tutors' Committee

The unconfirmed minutes of the meetings held on 9 November 2023 were circulated for information:

Paper 13 Postgraduate Tutors' Committee: Minutes 9 November 2023

Duncan Needham (DAR), as Chair of the Postgraduate Tutors' Committee, drew attention to:

i) Minute 23.46.3: Residence requirement for postgraduate students

The Committee noted that a paper from the Cambridge Students' Union, proposing removal of the residence requirement for full-time postgraduate students, was discussed by the Postgraduate Tutors' Committee. It did not support the proposal, but recommended that the Postgraduate Committee work with the Cambridge SU to discuss possible solutions based on concrete data, which could (and probably should) include amendments to the limits of the precincts.

b) Standing Committee on Education

The unconfirmed minutes of the meeting held on 17 November 2023 were circulated for information:

Paper 14 Senior Tutors' Education Committee: 17 November 2023

STANDING BUSINESS – UNDERGRADUATE ADMISSIONS MATTERS

STC.23.40 Minutes from the Undergraduate Admissions Committee and the Admissions Forum

The Committee received minutes from:

Paper	Committee/body	Date of meeting
15	Admissions Forum	10 November 2023
16	Undergraduate Admissions Committee	13 November 2023

The Director of Admissions drew the Committee's attention to the following matters arising from the Admissions Forum:

a) Undergraduate Admissions Assessments

The Committee received an update from the Director of Admissions on establishing new admissions assessments for the 2024 admissions round by the University's Implementation Group:

Paper 17 Update on admissions testing for the 2024-25 admissions round

b) Applicant questionnaire

The Committee received an analysis of closed question and free text responses to the applicant questionnaire by applicants in the 2023 admissions cycle:

Paper 18 2023 Applicant questionnaire report

The applicant questionnaire was overseen by the Working Party on Outreach Evaluation, the survey will be repeated in the current admissions round with additional questions on the role of interview format in determining College choice. Members were asked to note the findings and direct any questions to Andrew Avery in the Cambridge Admissions Office.

REPORTED BUSINESS

STC.23.41 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	16 November 2023
Colleges' Committee	28 October 2023
College Development Directors' Committee	<i>Has not met</i>
Colleges' IT Committee	<i>Has not met</i>
Colleges' Standing Committee	21 November 2023
Fees and Student Finance Sub-Committee	<i>Has not met</i>
Legal Affairs & Employment Sub-Committee	<i>Has not met</i>
University and Colleges Joint Committee	<i>Has not met</i>

STC.23.42 Minutes and Reports from Committee Representatives on University Committees and Joint Committees

Minutes were received from the following committees:

<i>Committee minutes</i>	
	<i>Meetings since last STC</i>
Access and Participation Plan Scrutiny Group	<i>No minutes</i>
Admissions Assessments Steering Group	<i>Has not met</i>
Admissions Research Steering Group	<i>No minutes</i>
Cambridge Outreach Strategy Committee	<i>Has not met</i>
Information Services Committee	<i>Has not met</i>
Joint Student Numbers Management Group	<i>No minutes</i>
Joint Wellbeing Committee	<i>No minutes</i>
Mental Health Funding Task and Finish Group	<i>Has not met</i>

Postgraduate Admissions Committee	<i>No minutes</i>
Review of Part Time Students Steering Group	<i>No minutes</i>
Undergraduate Admissions Tests Steering Group	<i>No minutes</i>

FINAL DISCUSSIONS

STC.23.43 Discussion of other items raised in advance

a) Election of Chair of the Senior Tutors' Committee

Stuart Martin (M) informed the Committee that the Appointments Committee for the election of the next Chair of the Committee recommended two candidates, Judith Bunbury (Graduate Tutor at W) and Mike Sewell (SE). The Executive Secretary would shortly send out information to Senior Tutors on how to submit ballot papers by 26 January 2024. The election results would be announced earlier if all ballot papers were received ahead of the deadline.

b) Farewell

The Committee took pleasure in wishing Penny Barton (HOM) well for her retirement, and warmly thanked her for her many years of service. Georgie Horrell would be Homerton College's new Senior Tutor from January 2024.

STC.23.44 Future meetings

Meeting dates for 2023-24 are listed below: all meetings would take place at 2:15 pm, with coffee served from 2:00 pm:

16 February 2024	Lucy Cavendish College
15 March 2024	Peterhouse
24 May 2024	Pembroke College
12 July 2024	Newnham College

Senior Tutors' Committee

**MINUTES of the meeting held at 2.15 pm on Friday 16 February 2024
in the Wood-Legh Room, Strathaird, Lucy Cavendish College.**

The meeting was chaired by Marina Frasca-Spada (CC); the Executive Secretary 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	*Anna Protasio
Churchill	Rita Monson
Clare	Jackie Tasioulas
Clare Hall	Holly Hedgeland
Corpus Christi	Marina Frasca-Spada
Darwin	Duncan Needham
Downing	Guy Williams
Emmanuel	Corinna Russell
Fitzwilliam	Miles Stopher
Girton	*Stuart Davis
Gonville & Caius	Andrew Spencer
Homerton	Georgina Horrell
Hughes Hall	Tori McKee
Jesus	Paul Dominiak
King's	Myfanwy Hill
Lucy Cavendish	Jane Greatorex
Magdalene	Stuart Martin (Deputy Chair)

Murray Edwards	Andrew Rudd
Newnham	Sheila Watts
Pembroke	Robert Mayhew
Peterhouse	Stephen Hampton
Queens'	Andrew Thompson
Robinson	Scott Annett
St. Catharine's	Holly Canuto
St. Edmund's	*Kieron Devey
St John's	Richard Partington
Selwyn	Mike Sewell
Sidney Sussex	
Trinity	Catherine Bernard
Trinity Hall	Michael Sutherland
Wolfson	Susan Larsen
CSU: UG President	Fergus Kirman
CSU: PG President	Vareesh Pratap

Attendees

University	Alice Benton, Head of Education Services Deborah Prentice, Vice-Chancellor Bhaskar Vira, Pro-Vice-Chancellor for Education
Colleges	Judith Bunbury (W), Deputy Chair of the Senior Tutors' Committee Robert Gardiner (CAI), Secretary of the Bursars' Committee Heather Hancock (JN), Deputy Chair of the Colleges' Committee Saskia Murk Jansen (PET), representative of the College Development Directors' Committee John Summers (T), incoming Deputy Senior Tutor
OIS	Diane Brooker, Office Manager Malcolm Millbrook, Deputy Head Matthew Russell, Head Martin Thompson, Director of Undergraduate Admissions

There were no declarations of interest.

STC.23.45 Welcome

Deputies for Senior Tutors unable to attend the meeting were welcomed, as was the incoming Deputy Senior Tutor for Trinity College.

STC.23.46 Minutes of the meeting held on 1 December 2023

The Committee approved the minutes of the meeting on 1 December 2023 as a true record.

STC.23.47 Matters arising not elsewhere on the agenda

There were no matters arising that were not covered elsewhere on the agenda.

PRINCIPAL AND SUBSTANTIVE BUSINESS

STC.23.48 Deputy Chairs of the Senior Tutors' Committee

The Chair reported that Judith Bunbury (W) had been elected to the role of Chair of the Senior Tutors' Committee from 1 September 2024 for three years, therefore vacating her Deputy Chair (formally Associate Secretary) position from that date. The Chair, Deputy Chairs, and Executive Secretary would meet to review the portfolios of the Deputy Chairs, whether two Deputy Chairs were required, and whether the Senior Tutors' Committee should adopt the Chair/Deputy Chair progression model of the Colleges' Committee and Bursars' Committee.

STC.23.49 'Justice for College Supervisors' (J4CS) campaign

Judith Bunbury and the Executive Secretary updated the Committee on recent meetings with the J4CS campaign, resulting discussions at the Senior Tutors' and Bursars' Business Committees, and progress towards meeting aims of the agreed programme of work:

Paper 1 J4CS programme of work

a) New pay rate methodology proposal

The Executive Secretary reported that a proposed new methodology for undergraduate supervision intercollegiate re-charge rates was currently in development. Details of the proposal and modelling the impact to the overall cost of the supervision system were still being worked on, but in summary the new methodology would:

- 1) connect pay rates to an appropriate University role profile,
- 2) apply the UCU- and sector-standard multiplier of 2.5 to the role profile's hourly rate, to account for preparation time,
- 3) feature a non-linear pay rate scale, to support a decision to discourage one-to-one supervisions and encourage larger group sizes,
- 4) feature a separate flat rate for supervising coursework, e.g. for dissertations and research projects,
- 5) need to be affordable for all Colleges.

Details of the proposed new methodology had been approved by the Senior Tutors' and Bursars' Business Committees, a summary of the proposal was discussed at the first meeting of the Teaching Review Task and Finish Group: it received a positive response but the group agreed that sufficient consultation with departments and faculties was first required to assess ramifications of the proposed methodology.

The Committee approved the direction of travel taken by the proposed methodology.

b) Standardised method for displaying College-specific supervisor resources

The Executive Secretary reported that the Senior Tutors' Business Committee had recommended for Colleges to each implement a webpage to provide a centralised area for College-specific supervisor resources, which supervisors would be directed towards from CamCORS:

Paper 2 Displaying College-specific supervisor resources

Each webpage would need to be accessible to College non-members, but they could be unlisted and restricted to those with 'Raven access' only.

The Committee agreed that all Colleges should each create the recommended webpage as soon as practicable, and in any case no later than by the beginning of the next academic year.

c) Undergraduate supervisor workload survey

The Executive Secretary informed the Committee that he had recently sent a survey to 5,800 current and recent undergraduate supervisors, to gather information on supervision workloads. The survey closed on 9 February, receiving a 35% response rate. An initial public report of the resulting data would contribute to matters being considered by the J4CS programme of work and the Teaching Review.

STC.23.50 Teaching Review

Alice Benton (Head of Education Services), Judith Bunbury, Fergus Kirman (Cambridge SU Undergraduate President), and the Executive Secretary updated the Committee on the progress of the joint University and Colleges' Teaching Review, following its Task and Finish Group's first meeting on 9 February 2024.

A Student Forum was held in which student representatives were invited to provide an overview of issues with student workload from their own experiences. This resulted in the identification of several key themes which would be explored further. Questions and data sets would soon be circulated to Faculties and Departments for reviewing student workload: one set of close-ended questions would be given requiring a response before the beginning of Easter Term 2024, alongside a second set of reflective questions to spur thought about how curricula are reviewed.

A survey to Chairs of Directors of Studies' Committees had recently been launched. From initial responses it was clear that not all subjects had a Directors of Studies' Committee which could effectively act as a conduit between the University and Colleges to sustain the supervision system. The Chair suggested that work to remedy this should be initiated as soon as possible within the scope of the Teaching Review.

The Committee was content with the general direction of travel and progress of the Teaching Review. Alice Benton agreed to develop a briefing paper for Colleges, to raise awareness.

a) Proposed undergraduate supervisor policies

The Task and Finish Group considered a draft suite of policies and guidance proposed for the University to adopt, to provide improved support and context for undergraduate supervisors:

Paper 3 Proposed university supervisor guidelines

In the discussion that followed, it was noted that:

- a) a point regarding how supervisors should use and be informed of Student Support Documents needed to be included in the guidance.
- b) the proposed policies and guidance would be included as an annex to the questions being sent out to Departments and Faculties, with specific questions asking for views on the impact of the guidance for a response before the start of the next term.

The Committee was content with the direction of travel being taken with the draft suite of policies and guidance for undergraduate supervisors.

STC.23.51 Undergraduate admissions governance

The Director of Admissions provided an oral report on feedback received from a consultation on a proposed collegiate University governance structure for undergraduate admissions:

- a) All Colleges which admitted undergraduates had responded to the consultation. Eight Colleges had expressed dissatisfaction with the proposed governance structure: four were not completely convinced of the need for change, and the remaining four held views that change was required but wanted different or more radical changes.
- b) Significant feedback had been received from those Colleges which had expressed unsatisfied views with the proposed governance structure. The Director of Admissions would meet with those Colleges individually, to create a revised proposal which considered all feedback received.
- c) A formal paper of responses to the consultation would be presented at the Committee's next meeting, and depending on the Committee's views either the need for further consultation or the creation of an implementation schedule would be considered.

STC.23.52 The Access and Participation Plan (2024-28)

The Director of Admissions and Judith Bunbury provided a report on current progress in creating a new Access and Participation Plan (APP):

Paper 4 APP update

- a) The new APP needed to be finalised over the next eight weeks, which would emphasise on-course success rather than access: there would only be one target associated with admissions, based on Indices of Multiple Deprivation data. The remaining targets needed to be established, but would consider the whole student lifecycle including post-graduation.
- b) A first draft of the new APP would be circulated to Senior Tutors for feedback before the next Committee meeting. Approval of a finalised APP would be required by the middle of June.
- c) The Office for Students made almost no reference to school type as a useful measure of context for admissions decisions, therefore the APP would not include school type as a target. However, although the APP was an important regulatory document it did not capture the entirety of support provided by the University and Colleges to students, so school type targets could be maintained outside of the APP. It was noted that it would be more difficult to meet such targets if there was no external requirement to do so.
- d) Focus groups had been held to understand student perceptions of the APP. Although the number of students involved in the consultation was limited, it was seen as the best available method of providing feedback in a reasonable timeframe from students concerned with the matter.

STC.23.53 Undergraduate Admissions Assessments

The Committee noted that internal and external communications have been released on the new ESAT and TMUA assessments. The Director of Admissions, colleagues in CAO, and Subject Convenors were working with colleagues from Imperial College London, on test specification and test delivery.

STANDING REPORTS

STC.23.54 Reports of the Vice-Chancellor and Pro-Vice-Chancellor (Education)

The Vice-Chancellor provided an oral report:

- a) A pressing issue for Russell Group universities, but less so for the University, was the recruitment and admissions of international students due to fears that the government would take strong action against the increase in international students. However, new polling suggested that the general public was not concerned by the number of international students, or the practices by

certain universities to admit such students which were recently uncovered by investigative journalism.

- b) New free speech regulations were due to come into effect in August. It was still unclear what to expect from this development, however conversations were being held with the Cambridge Student Union and the Chair of the Colleges' Committee on what the impact may be.

The Pro-Vice-Chancellor (Education) provided an oral report:

- a) Faith equality, diversity, and inclusion was a present concern:
 - i) Comments recently attributed to a particular academic could be seen to cross the line between freedom of academic speech and racism. A consultation was ongoing regarding the matter, with legal parameters being explored and students liaised with.
 - ii) A Racial & Religious Discrimination Adviser was recently appointed in October, working within the University's Harassment and Violence Support Service. It was recognised that support provided by the new role needed to be advertised to Colleges and students more widely, and a more proactive approach by the Adviser towards College tutorial offices and JCR and MCR Committees was recommended.
 - iii) There were increasing requests from faith groups for a need for multi-faith support, such as a request for a taxi service again to be put in place to assist students observing Ramadan. **The Executive Secretary would raise this matter with Senior Tutors via circulation.**
 - iv) Several students were affected by examinations coinciding with Passover, but it was unclear to Colleges which students were affected and how such students should be supported. **Alice Benton would liaise with the Head of Exams, Assessment and Mitigating Circumstances to produce suitable guidance and data for Colleges.**
 - v) The International Response Operational Group was still meeting three times a week, fielding all concerns, complaints and requests for advice on matters relating to the Middle East. The group had not received a significant number of reports of antisemitism or islamophobia in Cambridge. The Pro-Vice-Chancellor (Education) was meeting regularly with the Cambridge University Jewish Society, the Cambridge University Islamic Society, and the Cambridge University Palestine Society to hear their concerns.
- b) The availability of private housing for students was a concern:
 - i) A number of postgraduates tended to use the private rental market, but it was clear there was too high a demand. The Accommodation Office would provide better information and communication to students, including details of the implications of different accommodation options.
 - ii) Vareesh Pratap (Cambridge SU Postgraduate President) had examined recent data that showed a significant number of postgraduates used the private rental market, and a large majority of these struggled to find suitable accommodation. Only one College provided a rent guarantee scheme, but nothing of this kind was available to postgraduates on a one-year course.
 - iii) Senior Tutors welcomed the initiative of Gemma Burgess, from the Department of Land Economy, to gather evidence of the supply and demand of Cambridge's rental market, better to understand the nature of the problem.
- c) A University and Colleges' Review of Sexual Violence was being established, to explore the current approach to addressing levels of, and responses to, sexual violence perpetrated against students.
- d) SUMS Consulting had been invited to review of the University's approach to supporting disabled students, following the previous review of the University's approach to examination and assessment adjustments, allowances and mitigation.

STC.23.55 Report of the Chair of the Committee

The Chair of the Committee provided an oral report:

- a) The Chair reminded the Committee that Crane's Fund wasn't under the control of the University, but by a board of distributors drawn mainly from the Colleges and chaired by a Head of House; but that feedback from the Senior Tutors' Forum on the proposed alterations to the parameters of the Fund would be brought to the fund's distributors for consideration by Natalie Acton.
- b) Guidance for use by Tutors would be drafted, based on what model of welfare support the University and Colleges decided was to be adopted, to set student expectations appropriately.

OTHER BUSINESS

STC.23.56 Financial assistance for Clinical Medics

Andrew Spencer (CAI) presented a paper on the significant funding gap for 5th and 6th year clinical medics who are ineligible for the Cambridge Bursary Scheme, previously discussed at the Bursars' Fees and Student Finance Sub-Committee and to be raised at the Bursars' Committee:

Paper 5 Financial assistance for Clinical Medics

In the discussion that followed, it was noted that:

- a) members were grateful for Andrew Spencer thoroughly exploring the matter. Applicants could not be expected to understand the funding required to complete the medical course with the current information available to them. One College had begun to be more explicit in its offer holder documents as to the financial situation students were committing themselves. The University of Oxford provided detailed funding information for prospective medical students.
- b) to a certain extent the University was contributing to the problem by delivering a six, rather than five, year degree.
- c) after recently reviewing support provided by the Cambridge Bursary Scheme it was clear that 5th and 6th year clinical medics and veterinary medics required further support, however this was a national issue. Joint lobbying from the Colleges, University, and UK medical schools was required to alter government support for clinical students.
- d) most cases of clinical medics requiring financial support were of those whose household income was still above the threshold for bursarial support, and had siblings also entering higher education.
- e) there was a strong push from the government to increase students receiving a medical education, which was challenged by the lack of government financial support for those students. The School of Clinical Medicine had recently confirmed that it was not seeking to expand its student intake.
- f) the matter affected the size and shape of the student population, as providing clinical medics with College rooms to reduce their financial burden would encourage Colleges to admit fewer postgraduates.

STC.23.57 Impact of AI on undergraduate admissions and education

Michael Sutherland (TH) and the Executive Secretary presented recommendations on the use of AI in undergraduate admissions and education, from the ChatGPT and AI Working Group established by the Senior Tutors' Business Committee which included experts on the current use and development of AI.

a) Supervisor AI guidance

The Senior Tutors' Business Committee recommended that the Committee approved guidance for undergraduate supervisors in the appropriate use of AI:

The guidance was based on that currently provided by the University for Department and Faculty teaching. It would be made available to supervisors where subject-specific guidance was not available.

The Committee approved the undergraduate supervisor guidance.

b) The use of AI in undergraduate admissions assessments

The Senior Tutors' Business Committee supported recommendations from the Working Group on the use of pre-interview College-registered assessments. The Director of Admissions had immediately informed Subject Convenors of the Working Group's recommendations, to consider how to mitigate the use of AI in pre-interview College-registered assessments. Following several Directors of Studies and Admissions Tutors raising objections, the Director of Admissions suggested the following wording be approved by the Committee instead:

"Pre-interview assessments should only be used where suitable mitigation against the unfair use of AI tools is in place. This might include suitable invigilation, and/or by interviewers providing candidates with an opportunity to explain the answers they gave in their assessments. Even these measures however will not fully prevent the misuse of AI."

The Committee was more satisfied with the revised wording of the Working Group's recommendation. Further consultation, first by the Director of Admissions raising the matter at the next meeting of the Admissions Forum, was required to discuss the implications of the recommendation.

c) The use of AI in online interviews

The Committee noted that the Admissions Forum would consider recommendations from the Working Group on the use of online interviews:

1. In-person interviews are preferred to online interviews if the use of AI is not mitigated.
2. Interview questions should be designed to be more resistant to AI-created responses; but it is likely that AI will eventually (and possibly soon) adapt to all question styles.
3. Potential interview questions should be submitted to ChatGPT, to give an indication of what format of response AI will generate to better detect its use.

In the discussion that followed, it was noted that:

- a) the third recommendation had been suggested by the Working Group's expert on AI, and that ChatGPT allowed the user to toggle whether inputted data was retained for use in the training of AI models.
- b) the three recommendations required further consideration by Admissions Tutors as to their impact: short-term mitigations against the use of AI in online interviews for the next admissions round might allow time to consider any long-term responses.
- c) The Director of Admissions proposed that any change to interview formats to restrict the misuse of AI would not be a common action.
- d) the free version of ChatGPT provided a less powerful AI model than the subscription plan, and this would add to the inequalities for students from disadvantaged backgrounds.
- e) the matter created further complexity in an increasingly convoluted process for admitting undergraduates. One view was expressed that the complexity was reaching the point where it might be advisable to consider whether the interview system could be abolished entirely.

The Chair encouraged Senior Tutors to discuss the matter with their Admissions Tutors ahead of the next meeting of the Admissions Forum. She reminded members that it was important for Admissions Tutors to report the views of their Colleges, rather than their own personal views.

STC.23.58 Confirmation of entry requirements for 2025 entry

The Committee noted published entry requirements for 2025 entry:

Paper 7 2025 entry requirements

Relevant Subject Convenors and Directors of Studies, and all Admissions Tutors, were consulted on the annual publication of entry requirements on behalf of the University.

STC.23.59 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>
Care-Experienced Champion	Tania Davies (W)	Paul Chirico (F)
Chair of the ChatGPT and AI Working Group	Michael Sutherland (TH)	Robert Henderson (EM)
Review of the University's Approach to Supporting Disabled Students	Tom Monie (CHR) Rita Monson (CHU) Jackie Tasioulas (CL)	N/A
Review of Sexual Violence	Richard Partington (JN) Toni Williams (G)	N/A

The Committee noted with sadness the unexpected passing of Robert Henderson, following his early retirement last year as Senior Tutor at Emmanuel College.

Attention was drawn to the current vacancies:

<i>on...</i>	<i>replacing...</i>
Health and Safety Executive Committee	Robert Henderson (EM)
Medical Education Committee	Robert Henderson (EM)

The following paper was circulated for information:

Paper 8 Membership reports as of 9 February 2024

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

STANDING BUSINESS – MATTERS FROM STANDING COMMITTEES

STC.23.60 Senior Tutors' Business Committee

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

Paper 9 Minutes of the meeting on 6 February 2024

a) Cambridge SU collating College Discipline Procedures (minute STBC.23.25)

The Senior Tutors' Business Committee had rejected a request from the Cambridge SU, to collate and publish information on College Discipline Procedures to provide central guidance for students:

Paper 10 Collating information on College Disciplinary Procedures

The request had been rejected due to the belief that disciplinary procedures were already published by every college, therefore the Cambridge SU's Student Advice Service did not need to collate such information to sufficiently support students. The Executive Secretary asked the Committee to consider requesting colleges to publish such information, to ensure the Cambridge SU's request was redundant. The access to college disciplinary procedures could be limited to those with 'Raven access', but should not be restricted to college members only.

The Committee approved the request for colleges to make their disciplinary procedures available for those with Raven access.

STC.23.61 Reports of Standing Committees

a) Postgraduate Tutors' Committee

The Postgraduate Tutors' Committee meeting on 25 January 2024 was cancelled due to lack of business. Updates on the Postgraduate Tutors' Committee's business were circulated for information:

Paper 11 PTC 25 January 2024 notes

Duncan Needham (DAR), as Chair of the Postgraduate Tutors' Committee, drew attention to:

i) College Allocator categories and doctoral threshold

The Committee noted that the CAWG agreed that the College Allocator groupings and doctoral cutoff threshold for 2024/25 admission would remain the same as the current year, with a slight adjustment to the ratios:

Paper 12 CAWG 17 January 2024 minutes

b) Standing Committee on Education

A pilot of members of the Senior Tutors' Education Committee (STEC) attending meetings of the General Board's Education Committee (GBEC) was taking place in Lent Term 2024. Non-minuted meetings of STEC were still being held as an opportunity for the college members of GBEC to brief/debrief and discuss matters raised or to be raised at GBEC. One meeting of GBEC with STEC attendees had taken place so far, which had been very successful. Further thought on how the scheme could become permanent, due the governance implications, needed consideration and work.

STANDING BUSINESS – UNDERGRADUATE ADMISSIONS MATTERS

STC.23.62 Minutes from the Undergraduate Admissions Committee and the Admissions Forum

The Committee received minutes from:

Paper	Committee/body	Date of meeting
13	Admissions Forum	19 January 2024
	Undergraduate Admissions Committee	5 February 2024 (minutes not yet available)

The Director of Admissions drew the Committee's attention to the following matters arising from the Admissions Forum:

a) Funding for LNAT Section 2 marking and administration (minute 24/12)

The Committee noted the consensus of the Admissions Forum to discontinue the central marking of LNAT Section 2, due to it not being cost effective:

Paper 14 LNAT Section 2

The Director of Admissions informed members that LNAT was not being discontinued; the proposal was only to alter the manner in which Section 2 was marked. He had received feedback that several Colleges disregarded the central marking entirely and paid for scripts to be remarked internally. As the marking was funded by an intercollegiate levy, it was necessary to discuss whether the levy should continue unchanged, or a different funding model adopted if some Colleges still wanted to utilise the centralised marking.

b) Discontinuing Linguistics Admissions Assessment (minute 24/13)

The Committee noted the consensus of the Admissions Forum to discontinue the Linguistics Admissions Assessment due to the lack of correlation in assessment results and A-Level outcomes:

Paper 15 Evaluating the Linguistics Admissions Assessment

Members discussed whether the evaluation was correct in viewing the Linguistics Admissions Assessment as having a low value in assessing applicants. A significant number of Directors of Studies in the subject wanted to maintain the assessment.

Although the relevant Subject Convenors had been consulted on the proposed discontinuation of the LNAT Section 2 centralised marking and use of the Linguistics Admissions Assessment, it was clear that Directors of Studies for both subjects had not yet had sufficient opportunity to discuss the proposals for the Committee to be able to make a decision on either matter.

The Committee would need to clarify whether the use of an admissions assessment was a common action. If not, the use and funding of the LNAT and Linguistics Admissions Assessment would need to be confirmed in a short time span.

Both matters would be raised at the next meeting of the Admissions Forum, including the discussion of a paper from the Linguistics Subject Convenor on behalf of the Linguistics Directors of Studies' Committee.

The Chair thanked the Director of Admissions for his hard work at managing the feedback received from Directors of Studies in a difficult situation. The Chair also highlighted that this was further evidence of the urgent need for a better way to manage Directors of Studies' Committees as conduits between the University and Colleges.

The Committee would consider whether LNAT Section 2 centralised marking and the Linguistics Admissions Assessment should be discontinued, and whether the matter was a common action, after a full consultation with stakeholders.

REPORTED BUSINESS

STC.23.63 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	3 February 2024
College Development Directors' Committee	<i>Has not met</i>
Colleges' IT Committee	31 January 2024
Colleges' Standing Committee	23 January 2024
Fees and Student Finance Sub-Committee	24 January 2024
Legal Affairs & Employment Sub-Committee	26 January 2024
University and Colleges Joint Committee	30 January 2024

Items arising that required discussion or decision were included elsewhere on the agenda.

STC.23.64 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
Access and Participation Plan Scrutiny Group	4 October 2023 28 November 2023 8 January 2024
Admissions Assessments Steering Group	12 October 2023
Admissions Research Steering Group	<i>No minutes</i>
Cambridge Outreach Strategy Committee	7 February 2024
Information Services Committee	20 November 2023
Joint Committee on Childcare for Students	18 December 2023
Joint Student Numbers Management Group	12 December 2023
Joint Wellbeing Committee	5 October 2023 23 November 2023
Mental Health Funding Task and Finish Group	<i>No minutes</i>
Postgraduate Admissions Committee	<i>No minutes</i>
Review of Part Time Students Steering Group	<i>No minutes</i>
Undergraduate Admissions Tests Steering Group	<i>No minutes</i>

Reports were received from the following committees:

Paper	Committee/body
16	Information Services Committee: Annual report 2022-23

FINAL DISCUSSIONS

STC.23.65 Discussion of other items raised in advance

No other items were raised in advance of the meeting.

STC.23.66 Future meetings

Meeting dates for 2023-24 are listed below: all meetings will take place at 2:15 pm, with coffee served from 2:00 pm:

15 March 2024	Peterhouse
24 May 2024	Pembroke College
12 July 2024	Newnham College
1 November 2024	TBC
29 November 2024	TBC
14 February 2025	TBC
14 March 2025	TBC
23 May 2025	TBC
11 July 2025	TBC

2024-02-16 STC minutes

M Millbrook
20 February 2024

Senior Tutors' Committee

**MINUTES of the meeting held at 2.15 pm on Friday 15 March 2024
in the Lubbock Room at Peterhouse.**

The meeting was chaired by Marina Frasca-Spada (CC); the Executive Secretary 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	Tom Monie
Churchill	Rita Monson
Clare	Jackie Tasioulas
Clare Hall	Holly Hedgeland
Corpus Christi	Marina Frasca-Spada
Darwin	Duncan Needham
Downing	Guy Williams
Emmanuel	Corinna Russell
Fitzwilliam	Miles Stopher
Girton	Toni Williams
Gonville & Caius	Andrew Spencer
Homerton	Georgie Horrell
Hughes Hall	Tori McKee
Jesus	Paul Dominiak
King's	Myfanwy Hill
Lucy Cavendish	Jane Greatorex
Magdalene	Stuart Martin (Deputy Chair)

Murray Edwards	Andrew Rudd
Newnham	Sheila Watts
Pembroke	
Peterhouse	*Marie Jones
Queens'	Andrew Thompson
Robinson	Scott Annett
St. Catharine's	
St. Edmund's	Mike Finn
St John's	*Victoria Harvey
Selwyn	Mike Sewell
Sidney Sussex	Max Beber
Trinity	Catherine Bernard
Trinity Hall	Michael Sutherland
Wolfson	Susan Larsen
CSU: UG President	Fergus Kirman
CSU: PG President	Vareesh Pratap

Attendees

University	Alice Benton, Head of Education Services Harbinder Birdi, Visiting Professor and member of the MDes Industrial Advisory Panel (for Item 70) John Durrell, Deputy Head of the Department of Engineering (for Item 70) Deborah Prentice, Vice-Chancellor Flora Samuel, Head of the Department of Architecture (for Item 70) Bhaskar Vira, Pro-Vice-Chancellor for Education
Colleges	Judith Bunbury (W), Deputy Chair of the Senior Tutors' Committee Simon Crookall (W), interim representative of the College Development Directors' Committee Robert Gardiner (CAI), Secretary of the Bursars' Committee
OIS	Diane Brooker, Office Manager Malcolm Millbrook, Deputy Head Matthew Russell, Head Martin Thompson, Director of Undergraduate Admissions

There were no declarations of interest.

STC.23.67 Saskia Murk Jansen

The Chair invited the Committee to remember Saskia Murk Jansen (PET) (Development Directors' representative, Senior Tutor of Peterhouse between 2017 and 2018, and former Graduate Tutor of Robinson College) who unexpectedly passed away on 19 February 2024.

STC.23.68 Minutes of the meeting held on 16 February 2024

The Committee approved the minutes of the meeting on 16 February 2024 as a true record.

STC.23.69 Matters arising not elsewhere on the agenda

a) Financial assistance for Clinical Medics (minutes STC.23.56, 16 February 2024)

The Committee noted that the Bursars' Committee, at its meeting on 29 February 2024, considered the paper created by Andrew Spencer (CAI) regarding the financial support offered to clinical medical students. The Bursars' Committee supported the view that the Clinical School should work with peer institutions to identify solutions to the challenges set out in the paper.

b) Confirmation of entry requirements for 2025 entry

The Committee noted the final version of the annual publication of undergraduate admissions entry requirements on behalf of the University:

Paper 1 2025 entry requirements

PRINCIPAL AND SUBSTANTIVE BUSINESS

STC.23.70 Architecture and Design Triposes

Harbinder Birdi (Visiting Professor and member of the MDes Industrial Advisory Panel), John Durrell (Deputy Head of the Department of Engineering), and Flora Samuel (Head of the Department of Architecture) will attend this item.

The Committee received a briefing outlining the Architecture Tripos and the new Design Tripos:

Paper 2 Design Tripos Executive Summary

- a) Senior Tutors were asked to inform the Department of Architecture when considering new Directors of Studies for the Design Tripos, to ensure they were fully engaged with the educational aims of the course, but that either Architecture or Engineering Directors of Studies were well suited to support the Design Tripos students.
- b) Clarity was sought on whether the Design Tripos was a three- or four-year course, due to the impact a longer course would have on admissions and student numbers. The Design Tripos was awaiting confirmation of accreditation from professional associations, after which it was hoped that the course would become four years in length to follow sector standards; Colleges would be informed as soon as it was confirmed what the standard length of the course would be.
- c) Collaboration was requested between Colleges and the Departments to support outreach for the new course. The Department of Engineering had several outreach programmes which could be used to promote the Design Tripos as well.
- d) An intercollegiate structure needed to be created to support the inter-departmental course and students.
- e) College payments of Design Tripos studio work would be similar to those for the Architecture Tripos. Colleges would be consulted on a reorganisation of the Department's financial model for studio supervisions, but there were no plans to require increased financial support from Colleges.
- f) The Department of Architecture planned to double its undergraduate numbers, details on this and the financial modelling would be shared with Colleges when available.

STC.23.71 'Justice for College Supervisors' (J4CS) campaign

Judith Bunbury (W) updated the Committee on recent meetings with the J4CS campaign. A proposed supervision intercollegiate re-charge rate methodology, with indicative support from the Bursars'

Committee, had recently been presented to the campaigners. The basic principles of the methodology were supported by the J4CS campaigners; but the actual proposal was likely to be rejected, due to differing views on what was an appropriate University role profile and pay rate multiplier to take into account preparation time.

A report created by the Executive Secretary on the basis of a recent supervisor workload survey would be published as soon as possible. Guidelines establishing boundaries to supervisor work, as approved by the Committee at its previous meeting, were currently being consulted on by Departments and Faculties via the Teaching Review.

STC.23.72 Review of examination regulations

Alice Benton (Education Services) reported on work the University had undertaken to conduct a review of its exam regulations following the Marking and Assessment Boycott:

Paper 3	Review of examination regulations post MAB
Paper 4	Briefing on the impact of industrial action on university students

The University had been severely impacted by the Marking and Assessment Boycott, more severely than most institutes in the sector. The first of two phases of the review considered what measures could be taken to mitigate risks in similar future situations, the second phase explored exam regulations more generally. A report on the review would be published following the receipt of comments on an initial draft approved by General Board and the Council's Business Committee.

STC.23.73 Officers of the Senior Tutors' Committee

The Committee considered the following proposals to alter the duties and election procedures of the appointed members of the Senior Tutors' Committee. This would take advantage of current circumstances, of Judith Bunbury vacating her role as Deputy Chair to become Chair in September 2024 and potential upcoming changes to the undergraduate admissions governance structure:

- a) To suppress the Deputy Chair role (currently held by Judith Bunbury) when it is vacated in September 2024.
- b) Future appointments of the Deputy Chair and Chair to be made by an election to the post of Deputy Chair, followed by an automatic appointment subsequently to the Chair.

The proposals would result in the suppression of one of the current three appointed members of the Committee. Under the new structure an election for a Deputy Chair would need to take place before September 2026, when Stuart Martin's (M) term as Deputy Chair would end. Exceptionally, the Deputy Chair would hold that post for only one year before they succeeded to the position of Chair. In the meantime, draft changes to the Committee's terms of reference and a job description for the next Deputy Chair would be prepared; Judith Bunbury and Stuart Martin would monitor their workloads to confirm whether they were manageable without a third officer; and the membership of Senior Tutors on University and intercollegiate committees would be reviewed.

The Committee approved in principle the two proposals. A detailed paper with draft terms of reference, presenting options for the Chair and Deputy Chair positions to have either two- or three-year terms, would be considered by the Committee at its next meeting.

STC.23.74 Funding for LNAT Section 2 marking and administration

The Committee received a letter from the Chair of the Faculty of Law, regarding the proposed discontinuation of the central marking of LNAT Section 2:

Paper 5	Chair of the Faculty of Law letter - LNAT essays
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The Business Committee recommended that the central marking of LNAT Section 2 should continue for a further year, as requested by the Faculty Chair, and to establish a Working Group to confirm ahead of that time whether the test or the central marking should then continue.

The Committee approved the recommendation.

STC.23.75 Linguistics Admissions Assessment

The Committee received an extract of minutes from the previous meeting of the Admissions Forum, where a further discussion was held regarding the discontinuation of the Linguistics Admissions Assessment:

Paper 6 Extracted minutes from Admissions Forum meeting, 23 February 2024

26 Admissions Tutors, having confirmed they were representing the views of their Colleges, voted on whether the Linguistics Admissions Assessment in its current form should continue: four voted against, 22 for, with Christ's College indicating that it would block attempts to make the matter a common action.

The Committee discussed whether the continuation of the Linguistics Admissions Assessment should be a common action decision. Matthew Russell (OIS) reminded the Committee of the intercollegiate agreements and protocols:

Paper 7 Intercollegiate agreements and protocols

Precedent had been established that College-registered admissions assessments were not always utilised uniformly. In such cases there were no concerns of pooled candidates without assessment scores being at a disadvantage when considered by Colleges which used the subject's assessment.

Tom Monie (CHR) clarified that Christ's College was against the current format of the Linguistics Admissions Assessment, due to what was seen as its lack of value in predicting Tripos performance, not against the principle of such a test.

It was believed that Colleges that did not value the Linguistics Admissions Assessment would not offer it regardless to direct applicants, to support those subsequently pooled: issues expressed against this proposal were the financial cost of providing invigilators, the administrative cost of supporting the assessment (in particular if the in-person assessment was at odds with online interviews), and the contradictory messaging to applicants on being required to sit an assessment which the College did not value.

The Committee agreed that use of the Linguistics Admissions Assessment was a free action.

STC.23.76 Undergraduate admissions governance

The Committee received a report from the Director of Undergraduate Admissions (OIS), on feedback received from a consultation on a proposed collegiate University governance structure for undergraduate admissions:

Paper 8 Undergraduate admissions governance consultation

The Director of Undergraduate Admissions updated the Committee on the direction of travel of implementing the proposed governance structure: revised terms of reference and clarified explanations for the proposed governance structure would be presented to a Committee meeting in Easter Term 2024.

STC.23.77 The Access and Participation Plan (2024-28)

The Committee was reminded that Senior Tutors has recently been asked to submit feedback on the first draft of the new Access and Participation Plan (APP):

Paper 9 Access and Participation Plan – draft 1

The Director of Undergraduate Admissions commented on recent press attention regarding the draft APP not having a target for state school intake. The Office for Students' (OfS) Director for Fair Access and Participation had publicly confirmed that the University's stance was entirely in line with the regulator. Although school type was no longer a regularity tool it may be continued as an internal measure, but the APP needed to be approved by OfS before internal consequences of the new plan could be explored.

The Director of Undergraduate Admissions reminded members that the new APP would primarily focus on participation targets. Colleges would therefore need to discuss the impact on this shift in priorities away from access and outreach.

STANDING REPORTS

STC.23.78 Reports of the Pro-Vice-Chancellor (Education)

The Pro-Vice-Chancellor (Education) provide an oral report, in part on behalf of the Vice-Chancellor:

- a) The University's and Colleges' Teaching Review was currently in a consultative phase with students, Departments, and Faculties. The Task and Finish Group would next meet in April 2024.
- b) The boycott of the National Student Survey had stopped thanks to the Cambridge SU adopting a new approach. The survey had so far received a 38% response from Cambridge students, and it was hoped the rate would reach the threshold necessary for useful insights.
- c) An update was provided by the Head of Education Services on the recent cyberattack on the School of Clinical Medicine. Members were asked in the meantime to manage their expectations on UIS support on education-related services.
- d) The Pro-Vice-Chancellor (Education) continued to meet with faith groups, during the current heightened sense of tension around religious identity in Cambridge. Catherine Bernard (T) informed members of the recent incident of vandalism in Trinity College.

STC.23.79 Report of the Chair of the Committee

The Chair of the Committee raised the issue of the recent backlash from students on the stricter eligibility criteria for the Crane Fund, recently communicated to Senior Tutors.

Alice Benton reported that the criteria needed to be more restrictive to prevent the fund from being exhausted; however, lessons were learnt about appropriate communications to students. The deadline to apply for ADHD assessments had been extended, those who believed they had ADHD could still use the ADRC screening service which had a (comparatively short) six-week waiting period compared to previous years. The ADRC screening couldn't provide a medical diagnosis but would give necessary evidence for assessment and teaching alternative arrangements.

One College's own Medical Health Advisor had begun to offer an in-house ADHD screening service. However, it was reported that several GPs would not accept private screenings as evidence of ADHD to prescribe medication, and there was a national shortage of available medication.

OTHER BUSINESS

STC.23.80 Muslim Chaplaincy proposal

The Pro-Vice-Chancellor (Education) informed the Committee on a proposal from the CU Islamic Society (ISoc), to establish a Muslim chaplaincy at the University of Cambridge:

Paper 10 University of Cambridge Muslim Chaplaincy

ISoc had 1,500 members, a substantial community across the University but not a critical mass in any one College. The proposal was for a three-year trial of a 2-day-a-week Muslim chaplaincy, based at Great St Mary's. This had the support of Cambridge chaplains. There was a wide range of practice on this matter across the sector, however almost no University paid for their chaplains: the University's Jewish chaplains were funded entirely by the University Jewish Chaplaincy, it was only the Colleges which funded faith-based roles.

Members discussed the current practice of chaplain roles within Colleges, and whether funding a Muslim chaplaincy would set a precedent or be compatible with the charitable objectives of certain Colleges. It was believed that several foundations would be interested in offering financial support for such a role.

The Committee wished to indicate to the University that it was supportive of the proposal to establish a Muslim chaplaincy in principle, though it was unclear whether the Colleges could financially support it.

STC.23.81 The Colleges' Wellbeing Stimulus Fund Committee

Mike Sewell updated the Committee on the Dawson-funded Wellbeing Stimulus Fund:

Paper 11 Report on the Colleges' Wellbeing Stimulus Fund

£2m of funding remained unspent, Senior Tutors were therefore strongly encouraged to make further bids, either separately or jointly.

STC.23.82 Aide-mémoire on the role of Colleges in student mental health

Following a request made at the Committee's meeting on 1 December 2023 a draft document, summarising for College staff what provision the Colleges and University had currently agreed to provide for student mental health support, was considered at the Joint Wellbeing Committee meeting on 7 March 2024:

Paper 12 The role of the College in student mental health

The Committee approved the draft document, for circulation to relevant staff and made available publicly.

STC.23.83 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>
Medical Education Committee	Jane Greateorex (LC)	Robert Henderson (EM)
Military Education Committee	<i>N/A – leave vacant</i>	Jane Greateorex (LC)
University Card Committee	Guy Williams (DOW)	Rita Monson (CHU)

The following paper was circulated for information:

Paper 13 Membership reports as of 7 March 2023

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

STANDING BUSINESS – MATTERS FROM STANDING COMMITTEES

STC.23.84 Senior Tutors' Business Committee

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

Paper 14 Minutes of the meeting on 4 March 2024

The Chair raised the following matter for discussion, not otherwise raised in Principal and Substantive Business above:

a) Cambridge SU 'Freedom to Work' campaign

The Business Committee had previously agreed that the Senior Tutors' Education Committee should consider a Cambridge SU proposal to allow undergraduates to take part-time work during term time. This would follow the policy currently in place for postgraduate researchers:

Paper 15 Freedom to Work

Before this could occur, the Cambridge SU voted against the original proposal and instead passed an amended motion:

Paper 16 Motion to campaign to end structural financial inequality

The Business Committee agreed that, nevertheless, the original motion should be considered by the Committee. The Committee was asked for its views on allowing undergraduates to work part-time during term.

Fergus Kirman (Cambridge SU President (Undergraduate)) informed members that the motion was amended following a student consultation: students were more concerned for Colleges to discontinue the practice of not paying students for their part-time work, than any wider changes in allowing students to work during term. It was recognised that the points recommended by the amended motion, for Colleges and the University to cover the financial shortfalls of all students, was not realistic.

The Committee agreed that a formal proposal to allow undergraduates to take part-time work during term time, should first be considered by its Business Committee. This proposal should harmonise with the recently established arrangements on this matter for postgraduate students.

STC.23.85 Reports of Standing Committees

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

a) Postgraduate Tutors' Committee

The unconfirmed minutes of the meetings held on 22 February 2024 were circulated for information:

Paper 17 Postgraduate Tutors' Committee: Minutes 22 February 2024

b) Standing Committee on Education

The Senior Tutors' Education Committee continued to meet only informally, during the pilot of College members instead attending meetings of the General Board's Education Committee in Lent Term 2024.

STANDING BUSINESS – UNDERGRADUATE ADMISSIONS MATTERS

STC.23.86 Minutes from the Undergraduate Admissions Committee and the Admissions Forum

The Committee received minutes from:

Paper	Committee/body	Date of meeting
18	Admissions Forum	23 February 2024
19	Undergraduate Admissions Committee	5 February 2024

The Director of Admissions drew the Committee's attention to the following matters arising from the Admissions Forum:

a) Undergraduate Admissions Statistics

The Committee noted the applications and offers data, by course and College, for 2024 cycle applications:

Paper 20 Admissions Statistics

b) Winter Pool and offer communication timings

The Committee noted the timings for the Winter Pool in January 2025:

Winter Pool File Preparation deadline: 11.59pm on Thursday 9 January 2025
Winter Pool 'open' from Monday 13 January until Thursday 16 January 2025
Decision Communication Date: Thursday 30 January 2025

REPORTED BUSINESS

STC.23.87 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	29 February 2024
Colleges' Committee	<i>Has not met</i>
College Development Directors' Committee	14 February 2024
Colleges' IT Committee	<i>Has not met</i>
Colleges' Standing Committee	5 March 2024
Fees and Student Finance Sub-Committee	24 January 2024
Legal Affairs & Employment Sub-Committee	8 March 2024 <i>(Minutes not yet available)</i>
University and Colleges Joint Committee	<i>Has not met</i>

Items arising that required discussion or decision were included elsewhere on the agenda.

STC.23.88 Minutes and Reports from Committee Representatives on University Committees and Joint Committees

Minutes were received from the following committees:

<i>Committee minutes</i>	
	<i>Meetings since last STC</i>
Access and Participation Plan Scrutiny Group	8 January 2024 7 February 2024
Admissions Assessments Steering Group	<i>No minutes</i>
Admissions Research Steering Group	<i>No minutes</i>
Cambridge Outreach Strategy Group	7 February 2024
Information Services Committee	<i>No minutes</i>
Joint Student Numbers Management Group	<i>No minutes</i>
Joint Wellbeing Committee	<i>No minutes</i>
Mental Health Funding Task and Finish Group	<i>No minutes</i>
Postgraduate Admissions Committee	7 December 2024
Postgraduate Tutors' Committee	22 February 2024
Review of Part Time Students Steering Group	<i>No minutes</i>
Undergraduate Admissions Committee	5 February 2024

FINAL DISCUSSIONS

STC.23.89 Discussion of other items raised in advance

a) Chat GPT and AI Working Group

Michael Sutherland (TH), Chair of the Business Committee's Chat GPT and AI Working Group, informed members that the Admissions Forum had recently agreed that it would be appropriate to establish a T&F group to explore how to mitigate the misuse of AI in admissions assessments and interviews. The Chat GPT and AI Working Group had instead proposed to invite some Admissions Tutors and Administrators to become members, as it was already considering those issues.

The Committee agreed that some Admissions Tutors and Admissions Administrators should be invited to join the Chat GPT and AI Working Group, rather than creating a new T&F group.

b) Consultation on exam resits and deferrals

Rita Monson (CHU) and Jackie Tasioulas (CL) informed members of a recent consultation sent out to Faculties and Departments on the establishment of exam resits and deferrals, with a 17 May 2024 deadline. [REDACTED]

The Executive Secretary would provide the consultation documents to Senior Tutors for discussion, and a breakfast meeting of Senior Tutors would be organised for the beginning of Easter Term 2024.

STC.23.90 Future meetings

Meeting dates for 2023-24 are listed below: all meetings will take place at 2:15 pm, with coffee served from 2:00 pm:

24 May 2024	Pembroke College
12 July 2024	Newnham College

Meeting dates for 2024-25 are listed below: all meetings will take place at 2:15 pm, with coffee served from 2:00 pm:

1 November 2024	TBC
29 November 2024	TBC
14 February 2025	TBC
14 March 2025	TBC
23 May 2025	TBC
11 July 2025	TBC

2024-03-15 STC minutes

M Millbrook
18 March 2024

Senior Tutors' Committee

**MINUTES of the meeting held at 2.15 pm on Friday 24 May 2024
in the Old Library at Pembroke College.**

Coffee and tea will be served from 1.45 pm

The meeting was chaired by Marina Frasca-Spada (CC); the Executive Secretary 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	Tom Monie [†]
Churchill	Rita Monson [†]
Clare	Jackie Tasioulas [†]
Clare Hall	Holly Hedgeland
Corpus Christi	Marina Frasca-Spada [†]
Darwin	Duncan Needham
Downing	Guy Williams [†]
Emmanuel	Corinna Russell [†]
Fitzwilliam	Miles Stopher
Girton	Toni Williams
Gonville & Caius	Andrew Spencer [†]
Homerton	Georgie Horrell
Hughes Hall	Tori McKee [†]
Jesus	Paul Dominiak
King's	Myfanwy Hill [†]
Lucy Cavendish	Jane Greateorex
Magdalene	Stuart Martin (Deputy Chair) [†]

Murray Edwards	Andrew Rudd
Newnham	Sheila Watts
Pembroke	Robert Mayhew [†]
Peterhouse	*Mari Jones
Queens'	Andrew Thompson [†]
Robinson	Scott Annett [†]
St. Catharine's	Holly Canuto
St. Edmund's	Mike Finn
St John's	Richard Partington
Selwyn	Mike Sewell
Sidney Sussex	*Brett Gray
Trinity	Catherine Bernard [†]
Trinity Hall	Michael Sutherland
Wolfson	Susan Larsen [†]
CSU: UG President	Fergus Kirman
CSU: PG President	Vareesh Pratap

Attendees

University	Natalie Acton, Deputy Head of Education Services (Student Support) (for Items 93, 94, & 107) Alice Benton, Head of Education Services Mike Nicholson, Deputy Head of Education Services (Student Admissions and Access) (for Items 93 & 107) Deborah Prentice, Vice-Chancellor Bhaskar Vira, Pro-Vice-Chancellor for Education [†]
Colleges	Judith Bunbury (W), Deputy Chair of the Senior Tutors' Committee [†] Shell Stretch (TH), interim representative of the College Development Directors' Committee Robert Gardiner (CAI), Secretary of the Bursars' Committee Graham Virgo (DOW), Master (for Items 93 & 107)
OIS	Diane Brooker, Office Manager Malcolm Millbrook, Deputy Head Matthew Russell, Head

Names above marked with a dagger (†) declared an interest in Item 96 (currently supervising undergraduate students separate from any contractual duties). It was agreed that this form of association did not constitute a conflict of interest sufficient to be excluded from the discussion.

STBC.23.91 Minutes of the meeting held on 15 March 2024

The Committee approved minutes of the meeting on 15 March 2024 as a true record.

STBC.23.92 Matters arising not elsewhere on the agenda

a) Officers of the Senior Tutors' Committee (minute STC.23.73, 15 March 2024)

At its previous meeting the Committee approved in principle two proposals:

- a) To suppress the Deputy Chair role (currently held by Judith Bunbury (W)) when it is vacated in September 2024.
- b) Future appointments of the Deputy Chair and Chair to be made by an election to the post of Deputy Chair, followed by an automatic appointment subsequently to the Chair. For the first election the Deputy Chair will exceptionally hold the post for only one year before they succeeded to the position of Chair, to transition to the new model.

The Business Committee recommended that the term length of the Chair and Deputy Chair positions should be two years each:

Paper 1 Chair and Deputy Chair proposed election procedures

The Committee approved the changes to its terms of reference, to put the two principles and recommendation into effect.

PRINCIPAL AND SUBSTANTIVE BUSINESS

STBC.23.93 The Crane's Fund

Natalie Acton (Deputy Head of Education Services (Student Support)), Mike Nicholson (Deputy Head of Education Services (Student Admissions and Access)), and Graham Virgo (Master, DOW) presented the Committee with recent and potential changes to the Crane's Fund:

Paper 2 Update on Crane's Fund

Since October 2023 it was clear that finances of the Fund had been significantly depleted, therefore the urgent decision to restrict the eligibility to the fund was made to maintain it for essential needs in the future. The Distributors of the Fund were meeting in a month to consider whether further restrictions to the eligibility criteria were required, and therefore wished to consult with Senior Tutors on how the resource should be prioritised. If any further changes were necessary they would not go into effect prior to October 2024.

The Committee considered further whether the Crane's Fund should invest in central services, such as the University Counselling Service and Accessibility & Disability Resource Centre (ADRC), rather than individual students. Legal advice would need to be obtained to consider whether that option was viable. The general view given by members was that the Crane's Fund should remain as a separate fund to provide financial assistance to specific students with medical costs.

Several members expressed the view that the Distributor's proposals were understandable considering the circumstances. It was difficult to manage the expectations of students following the recent provision of a substantial amount of financial support, due to large accumulated reserves, that was not typical of the sector, to accept from now on a more sustainable level of provision which would still meet statutory duties.

There were concerns that ADRC rhetoric suggested to students that Colleges would cover the funding of private medical costs if a Crane's Fund application was rejected. Natalie Acton agreed to improve the language on outcome letters to remove that implication, as it was not a reasonable adjustment for Colleges to pay such costs.

The Crane's Fund was used to cover the shortfall in NHS support by paying for private healthcare. The NHS strategic partnership, which would deliver an NHS mental health service in the Student Support Centre from 2024-25, would therefore reduce demand on the Crane's Fund. 10 – 15 staff would support students from the universities of Cambridge and Anglia Ruskin throughout the year with persistent mental health difficulties. A student who did not meet the criteria to be supported by this new service would likewise not require additional support from their College. It was noted that the NHS strategic partnership had funding for three years, so would require further funding, perhaps through benefactions, to extend its services for the long-term.

Members discussed the difficulty of establishing boundaries of where the University's responsibilities ended, and where a student's began, in the provision of mental health support. Capacity to study procedures needed further improvement to ensure that the University system was compassionate but still allowed Colleges a robust basis to require students to go out of residence when necessary or advisable.

The Committee thanked Natalie Acton, Mike Nicholson, and Graham Virgo for consulting it on the Crane's Fund.

STBC.23.94 Serious Incident Case Review of Student Death (SICR) October 2023

Andrew Rudd (MUR) and Natalie Acton reported on lessons learnt from a SICR which was convened following the tragic loss of a student to suspected suicide in October 2023:

Paper 3 Serious Incident Case Review summary report

Andrew Rudd informed the Committee that the Death of Student Response Plan was effective and an essential tool. Working with the University's student support team was constructive and useful, the College's experience lived up to and exceeded the aspirations of the review. The template for communicating news was followed and found to work effectively. The College learned many lessons, including the need for it to work together as a holistic team to support students. Andrew Rudd thanked the University for the compassion and support the College received.

Tori McKee (HH) reminded the Committee that the support required for the student's family and College did not stop after the first anniversary; ongoing conversations were had with affected families as to how the College could continue to support the community over several years.

The Committee thanked Andrew Rudd and Natalie Acton for sharing their experiences using the SICR, it would be explored whether the report could be shared more widely.

a) Applying lessons learnt

Senior Tutors considered how the recommendations in the SICR report could apply in their own College contexts:

Paper 4 Serious Incident Case Review guidance

b) Death of Student Response Plan revisions

The Committee approved changes to the Death of Student Response Plan, recommended by the Joint Wellbeing Committee:

Paper 5 Death of Student Response Plan changes

Robert Gardiner (CAI) noted that the plan had very little guidance on controlling social media, and thought it worth stressing to students that they should be exceptionally careful when using social media to discuss 'near misses'.

c) Near Miss guidance

The Committee was reminded to utilise the Near Miss reporting form and Near Miss guidance, and the definition of what a 'near miss' was. If in doubt, it was better to consider an occurrence to be a 'near miss' than not:

Paper 6 Near miss guidance

Tori McKee informed the Committee that it had been asked by another College to complete a case review for a 'near miss' and found the Near Miss guidance to be helpful. There were different challenges between a 'near miss' and a student death, it was felt that more guidance was needed on how to address the actual student involved in a 'near miss', some may not always be open to assisting in a review.

d) Annual Report on Student Deaths 2022-23

The Committee noted the Annual Report on Student Deaths 2022-23:

Paper 7 Annual report on student deaths 2022-23

STBC.23.95 'Justice for College Supervisors' (J4CS) campaign

Judith Bunbury and the Executive Secretary (OIS) updated the Committee on developments with the J4CS campaign, including meetings with campaigners and extraordinary meetings of the Bursars' Business Committee and Bursars' Committee:

Paper 8 Minute extract from BBC meeting 9 May 2024
Paper 9 Updated methodology spreadsheet V14

The Bursars' Committee had approved a new methodology for intercollegiate re-charge rates for undergraduate supervisions, accepting the most recent counterproposal from the J4CS campaign. The campaigners had requested several terms to agree to the new methodology, of which the following had been approved by the Bursars' Committee:

- a) The payment rate methodology would be fixed for at least four years, with the possibility of a review should there be any substantive changes to the Colleges' expenditure on supervisions.
- b) The programme of work would continue, from Michaelmas Term 2024 the question on contracts would begin to be addressed.
- c) An updated supervisor workload survey would take place in 2027-28.
- d) The Colleges would be requested to publicise clear deadlines for termly CamCORS report submissions in open and accessible websites, and to communicate any delays in payments to supervisors.

Formal wording of the new methodology and associated terms had been agreed between College representatives and J4CS campaigners, a meeting between the two sides was due to take place on 30 May 2024 where it would be confirmed that the campaign as a whole approved the agreement. After that the new methodology for 2024-25 onwards would be publicised.

Senior Tutors were reminded, if not already actioned, to create webpages that presented College-specific information to undergraduate supervisors by the beginning of Michaelmas Term 2024.

The Committee was grateful for the work of the College representatives, (Judith Bunbury, the Executive Secretary, and Richard Anthony (JE)) and endorsed the procedure used to gain intercollegiate approval of matters discussed with J4CS campaigners.

a) Revised supervisor guidance

Matthew Russell (OIS) reported on recommended revisions to the current Supervisors Expectations document and other public-facing guidance to supervisors, in response to the J4CS campaign and legal advice, as approved by the Bursars' Legal Affairs & Employment Sub-Committee and the Senior Tutors' Business Committee:

Paper 10 Updated and revised guidance for supervisors

The Committee approved the revised guidance. Colleges were advised to update any documents based on the Supervisors Expectations document.

STBC.23.96 Teaching Review

The Pro-Vice-Chancellor (Education) updated the Committee on the joint University and Colleges' Teaching Review. The Steering Group had met since the Committee's last meeting, it had received responses from individual Triposes on reflective questions concerning the structure and volume of teaching. A set of problem statements would be published soon, articulating challenges raised via a consultative process, along with suggested ways forward. Specific recommendations were not yet ready for the Committee's attention, however the Steering Group would emphasise the important role Directors of Studies held in delivering teaching.

a) Directors of Studies (DoS) Committee terms of reference

Following a survey of DoS Committee Chairs new terms of reference for DoS Committees were recently approved by the General Board's Education Committee:

Paper 11 Directors of Studies Committee Survey: Results

Paper 12 Extracts from recent Bursars' Business Committee and Senior Tutors' Business Committee minutes

The Executive Secretary informed the Committee that the proposed terms of reference were not dissimilar to the current recommended terms, the exercise therefore primarily re-established the culture necessary for Colleges to be effective in delivering undergraduate teaching.

The Business Committee and Teaching Review Steering Group considered the Senior Tutors' Education Committee (STEC) may be the appropriate intercollegiate body to oversee DoS Committees, and therefore new terms of reference should be created to enable STEC to carry out this function. STEC and the attendance of STEC members at GBEC would be reviewed over the summer.

The Committee approved the new terms of reference, with the amendment that DoS should ensure they represent their Colleges' views (rather than their own) at DoS Committee meetings. The Committee approved the creation of new terms of reference for STEC to oversee DoS Committees on the Committee's behalf.

STBC.23.97 Cambridge SU 'Freedom to Work' campaign (minute STC.23.84.a, 15 March 2024)

The Committee received a proposal on how Colleges might allow undergraduates to work part-time during term:

Paper 13 Undergraduate part-time work framework

In the discussion which followed members made the following remarks:

- a) restricting undergraduate employment was a "freedom of action" decision; however, greater consideration was needed on the consequences of Colleges not all following the same general policy:

- i. All Colleges needed to advertise clearly their stance on undergraduate employment to potential applicants.
 - ii. What effect varying employment policies would have on pooled candidates in the undergraduate admissions process, and the College transfer policy, needed further thought.
 - iii. The University's view on a non-homogeneous approach by Colleges to undergraduate employment, particularly the view of the Cambridge Trust, was needed. A shared position amongst Colleges, with anomalies highlighted, would likely be more acceptable.
 - iv. The Competition and Markets Authority might not approve of Colleges taking differing stances to undergraduate employment.
- b) The presented principles as a frame of reference for a College to adapt when allowing undergraduates to work part-time was sensible, with the amendment that principle d should reference the typical number of hours recommended for a postgraduate researcher to work per week.
- c) Undergraduates did not work just for income but for multiple other reasons, such as for personal and professional development. Many Colleges encouraged undergraduates to work as volunteers, therefore restricting the employment of students based only on whether they were paid could appear disingenuous.
- d) Allowing undergraduates to work had implications for capability to study procedures and College support of Crane's Fund applications, in creating different expectations and support based on whether students wanted or were able to work.
- e) The Postgraduate Tutors' Committee had agreed to a policy allowing postgraduate researchers to work with the clear desire for such a policy to be followed across all Colleges. It hadn't yet been explored what the impact was of adopting that policy.

The Committee agreed that before it could support Colleges adopting their own policies on undergraduate employment the matter needed more extensive consideration.

STANDING REPORTS

STBC.23.98 Reports of the Vice-Chancellor and Pro-Vice-Chancellor (Education)

The Vice-Chancellor gave heartfelt thanks from the University for the Colleges' impressive work in finding agreement with the J4CS campaign on a payment methodology for undergraduate supervisors.

The Pro-Vice-Chancellor (Education) provided an oral report:

- a) The third iteration of the Access and Participation Plan (APP) would be presented to University Council for approval in early June 2024. Based on feedback received the final version would make specific mention of College-led initiatives. Details of such initiatives would be collated into a publication to celebrate good practice beyond the narrow confines of the APP.
- b) Further information was given on the ongoing protests situated on King's Parade. The University was now in dialogue with student members of the encampment, with an approach to keep the protest as contained as possible whilst being mindful of the community. Meeting the protestors had helped the University to better understand their mood, to try to avoid escalations which had occurred at other institutions, but it was being careful to avoid making promises it could not adhere to.

Contingency plans had been created for scenarios where protests disrupted General Admissions and other graduations. The Pro-Vice-Chancellor (Education) was liaising with Russell Group peers

on how to manage protests at public events such as Open Days. The University and Committee were thankful for the Student Registry's significant undertaking in relocating recent graduations to Downing College and other Colleges at short notice.

In February 2024 the University had made its first step in becoming a University of Sanctuary, Colleges were welcome to join the application which would be submitted in September 2024. The University was working with the Council for At-Risk Academics, in particular to support the Head of Communications in Gaza University. Members requested clarification on what financial and accommodation support the academic and his family needed from Colleges.

Another initiative being explored by the University was the creation of a new humanitarian fund. Currently there were considerable restrictions on how students could be supported, in that a student needed to be actively studying and any responsibilities to their family could not be considered as a financial hardship. It was hoped this separate fund would provide more effective humanitarian support, and be more future-proof than the University's response to the war in Ukraine.

- c) Several plans were in development to provide greater faith support. It was aimed for training to be provided next year on combatting islamophobia and antisemitism. An anonymous reporting tool maintained by the Office of Student Conduct, Complaints and Appeals now included a check-box to indicate whether the respondent had been effected by islamophobia, antisemitism, and/or religious or non-religious beliefs. Rates of those instances could therefore now be tracked going forward.

In the discussion which followed members made the following remarks:

- a) The Times had reported that the University had entered negotiations with the protestors regarding divesting companies involved in Israel's war on Gaza. The Vice-Chancellor clarified that no negotiations had taken place.
- b) King's College had worked closely with St Paul's Cathedral in the use of their de-escalation process for protests. Myfanwy Hill (K) offered to share the procedures, which essentially permitted protestors to speak for two minutes before asking them either to leave or to remain quietly. No Senior Tutors had any students report that their education had been directly disrupted due to the protest on King's Parade.
- c) The Pro-Vice-Chancellor (Education) noted that many JCRs at the University of Oxford had adopted local resolutions in support of the protests, and Cambridge JCRs could follow suit. The Chair agreed to discuss and monitor the matter with Senior Tutors.

STBC.23.99 Report of the Chair of the Committee

The Chair of the Committee had nothing to report which was not already covered under other items.

OTHER BUSINESS

STBC.23.100 OSCCA Annual Report 2022-23

The Committee received the OSCCA Annual Report for 2022-23:

Paper 14 OSCCA Annual Report 2022-23

The Business Committee considered the report's statistics as evidence that College and University policies were sufficient, as the number of upheld cases were very low, and that the case studies were helpful in illustrating the outcomes of OSCCA procedures and setting student expectations.

STBC.23.101 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 Research Steering Group	Andrew Thompson (Q)	Guy Williams (DOW)
Joint Wellbeing Committee	Paul Dominiak (JE)	Susan Larsen (W)
Language Centre Management Committee	Sheila Watts (N)	Susan Larsen (W)
MSt Committee	Tori McKee (HH)	Susan Larsen (W)
Race Equality Charter Self-Assessment Committee	Toni Williams (G)	Susan Larsen (W)

The following paper was circulated for information:

Paper 15 Membership reports as of 17 May 2023

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

STANDING BUSINESS – MATTERS FROM STANDING COMMITTEES

STBC.23.102 Senior Tutors' Business Committee

The unconfirmed minutes of the most recent meeting of the Senior Tutors' Business Committee were circulated for information:

Paper 16 Minutes of the meeting on 14 May 2024

STBC.23.103 Reports of Standing Committees

a) Postgraduate Tutors' Committee

The unconfirmed minutes of the meetings held on 2 May 2024 were circulated for information:

Paper 17 Postgraduate Tutors' Committee: Minutes 2 May 2024

Duncan Needham (DAR), as Chair of the Postgraduate Tutors' Committee, drew attention to:

i) Minute 24.20.1: Financial support for overrunning PhD students

Representatives from Student Fees and Funding would be attending the Postgraduate Tutors' Committee's October 2024 meeting, to discuss financial support for PhD students who had not submitted their thesis by their deadline or by the end of their funded period.

b) Standing Committee on Education

A pilot merging of the General Board's Education Committee (GBEC) with the Senior Tutors' Education Committee (STEC) was continuing into Easter Term 2024. Meetings of STEC were still being held informally, but instead used as an opportunity for College members to debrief and discuss matters raised at GBEC.

c) Joint Wellbeing Committee

The unconfirmed minutes of the meetings held on 25 April 2024 were circulated for information:

Paper 18 Joint Wellbeing Committee: Minutes 25 April 2024

STANDING BUSINESS – UNDERGRADUATE ADMISSIONS MATTERS

STBC.23.104 Minutes from the Undergraduate Admissions Committee and the Admissions Forum

The Committee received minutes from:

Paper	Committee/body	Date of meeting
19	Admissions Forum	3 May 2024
20	Undergraduate Admissions Committee	11 March 2024

The Executive Secretary, on behalf of the Director of Admissions, drew the Committee's attention to the following matters arising from the Admissions Forum:

a) In-person interviewee provision (minute 24/55, 3 May 2024)

The Admissions Forum did not approve a recommendation from the Review of the Round Working Group, that Colleges should provide lunch for undergraduate applicants attending in-person interviews. Members of the Admissions Forum expressed different views as to whether previous decisions to provide interviewees with breakfast, dinner, accommodation, and reimbursed travel costs for those eligible for free school meals (FSM) were still binding and/or a "common action".

The Committee was requested by the previous Chair of the Admissions Forum to consider the unsupported recommendation. The Senior Tutors' Business Committee considered the provision of breakfast, dinner, and accommodation for candidates, and reimbursed travel costs for FSM eligible candidates, to be current practice which is a common action.

In the discussion that followed there was no clear consensus as to whether current practice was a common action: views expressed by members were that Colleges had always differed on catering and accommodation provision, and now that interview formats were no longer a common action it was reasonable to view interviewee provision as also not a common action. It was however also expressed that recruiting a strong applicant field meant reducing barriers to entry which included unnecessarily complicated processes; homogeneous positions across Colleges should therefore be strived for in undergraduate admissions instead of accepting heterogeneous practice.

b) Medicine entry requirements (minute 24/57, 3 May 2024)

The Committee noted that the Admissions Forum, Undergraduate Admissions Committee, and the Committee had previously agreed the new entry requirement three science A-Levels for Medicine. Directors of Studies had not raised concerns via Colleges, and the Clinical School was consulted via UAC and did not express concern with the change from requiring only two science A-Levels. Concerns were subsequently raised at the Admissions Forum regarding the timing of the introduction of the new entry requirements, given that some applicants would have confirmed their qualifications before the change.

The Business Committee had considered the matter and recommended that the current publicised entry requirements should not be altered. The Committee was asked to confirm the entry requirements for Medicine, and whether any leniency should be permitted to applicants during the upcoming admissions cycle.

In the discussion which followed members made the following remarks:

- a) The Head of the Clinical School, the Medical Education Committee, and Pre-clinical and Clinical Directors of Studies, did not believe that they had been sufficiently consulted. At the meeting the level of consultation was not clear.
- b) Certain accredited courses including Medicine have an additional governance route for approving changes. It was argued that, as this process was not followed, it was inappropriate for the entry requirements to have been changed.
- c) There were differing views as to whether the published entry requirements could or should be amended, due to CMA considerations and disadvantages to potential applicants who had or did not have three science A-Levels. If leniency was granted to applicants with only two science A-Levels it would need to be made clear to all applicants, not only those who had contacted Colleges.

The Committee agreed that a review of the passage of this decision should be made, and clarification sought on the appropriate route of approval for this and other accredited courses. Clarity should also be sought on the lead time needed to avoid disadvantage to potential applicants when selecting their A-Levels, for all courses.

The Committee agreed to revert the overall entry requirements for Medicine to the previous year. The Executive Secretary, Director of Admissions, and Deputy Head of Education Services (Student Admissions and Access) would discuss the issue further and create a suitable communication to resolve the matter as soon as possible.

REPORTED BUSINESS

STBC.23.105 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	16 May 2024 (minutes not yet available)
Colleges' Committee	11 May 2024
College Development Directors' Committee	Has not met
Colleges' IT Committee	8 May 2024
Colleges' Standing Committee	30 April 2024
Fees and Student Finance Sub-Committee	1 May 2024
Legal Affairs & Employment Sub-Committee	3 May 2024
University and Colleges Joint Committee	7 May 2024

STBC.23.106 Minutes and Reports from Committee Representatives on University Committees and Joint Committees

Minutes were received from the following committees:

<i>Committee minutes</i>	
	<i>Meetings since last STC</i>
Access and Participation Plan Scrutiny Group	7 February 2024 4 March 2024 25 April 2024
Admissions Assessments Steering Group	<i>No minutes</i>
Admissions Research Steering Group	13 March 2024
Cambridge Outreach Strategy Group	7 February 2024
Information Services Committee	<i>No minutes</i>
Joint Student Numbers Management Group	27 February 2024
Mental Health Funding Task and Finish Group	<i>No minutes</i>
Postgraduate Admissions Committee	<i>No minutes</i>
Postgraduate Tutors' Committee	2 May 2024
Review of Part Time Students Steering Group	<i>No minutes</i>

FINAL DISCUSSIONS

STBC.23.107 Discussion of other items raised in advance

a) Open Days

Mike Nicholson, Deputy Head of Education Services (Student Admissions and Access), informed the Committee that Open Days would not be cancelled due to a general election being called for 4 July 2024. Communications would soon be made to guide attendees on how to make arrangements to vote by proxy or via postal vote.

STBC.23.108 Future meetings

Meeting dates for 2023-24 are listed below: all meetings will take place at 2:15 pm, with coffee served from 2:00 pm:

12 July 2024	Newnham College
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Meeting dates for 2024-25 are listed below: all meetings will take place at 2:15 pm, with coffee served from 2:00 pm:

1 November 2024	Magdalene College
29 November 2024	Murray Edwards College
14 February 2025	Queens' College
14 March 2025	Robinson College
23 May 2025	Selwyn College
11 July 2025	TBC

Senior Tutors' Committee

**UNRESERVED MINUTES of the meeting held at 2.15 pm on Friday 12 July 2024
in the Cynthia Beerbower Room at Newnham College.**

The meeting was chaired by Marina Frasca-Spada (CC); the Executive Secretary 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	Tom Monie
Churchill	Rita Monson
Clare	Jackie Tasioulas
Clare Hall	Holly Hedgeland
Corpus Christi	Marina Frasca-Spada
Darwin	Duncan Needham
Downing	Guy Williams
Emmanuel	Corinna Russell
Fitzwilliam	Miles Stopher
Girton	Toni Williams
Gonville & Caius	Andrew Spencer
Homerton	Georgie Horrell
Hughes Hall	*Joe Ellis
Jesus	
King's	Myfanwy Hill
Lucy Cavendish	*Sophie Hughes
Magdalene	Stuart Martin (Deputy Chair)

Murray Edwards	Michele Gemelos
Newnham	Sheila Watts
Pembroke	Robert Mayhew
Peterhouse	Stephen Hampton
Queens'	Andrew Thompson
Robinson	Scott Annett
St. Catharine's	Holly Canuto
St. Edmund's	Mike Finn
St John's	Richard Partington
Selwyn	Mike Sewell
Sidney Sussex	Max Beber
Trinity	Catherine Bernard
Trinity Hall	Michael Sutherland
Wolfson	Susan Larsen
CSU: UG President	Fergus Kirman
CSU: PG President	

Attendees

University	Sarah Anderson, incoming Cambridge SU President (Undergraduate) Alice Benton, Head of Education Services Sumouli Bhattarjee, incoming Cambridge SU President (Postgraduate) Deborah Prentice, Vice-Chancellor Bhaskar Vira, Pro-Vice-Chancellor for Education
Colleges	Judith Bunbury (W), Deputy Chair of the Senior Tutors' Committee Simon Crookall (W), interim representative of the College Development Directors' Committee Heather Hancock (JN), Deputy Chair of the Colleges' Committee Robert Gardiner (CAI), Deputy Chair of the Bursars' Committee
OIS	Diane Brooker, Office Manager Malcolm Millbrook, Deputy Head Matthew Russell, Head Martin Thompson, Director of Admissions

There were no declarations of interest.

STC.23.109 Minutes of the meeting held on 24 May 2024

The Committee approved the minutes of the meeting on 24 May 2024 as a true record.

STC.23.110 Matters arising not elsewhere on the agenda

a) Medicine entry requirements (minute STC.23.104.b, 24 May 2024)

The Director of Admissions presented the Committee with a paper investigating the consultative process previously used to revise Medicine entry requirements, and a proposed protocol for the Senior Tutors' Committee to follow when Colleges wished to change entry requirements in the future:

- | | |
|---------|--|
| Paper 1 | Lessons learnt |
| Paper 2 | Protocol for changing entry requirements |

The Committee approved the new protocol; the appointment of a suitable individual to a new joint role as Medicine Group Chairs' Convenor and as Admissions Convenor (previously known as Subject Convenor); and for all future Group Chairs to be either an Admissions Tutor and/or a Directors of Pre-Clinical Studies.

PRINCIPAL AND SUBSTANTIVE BUSINESS

STC.23.111 Teaching Review

The Committee received an update on progress of the joint University and Colleges' Teaching Review:

- | | |
|---------|--|
| Paper 3 | Teaching Review progress update |
| Paper 4 | Teaching Review problem and aim statements |
| Paper 5 | Teaching Review initial recommendations |

The Pro-Vice-Chancellor (Education), in introducing the update, noted that:

- a) the Teaching Review was a multi-year process. Eleven initial recommendations would progress work on achieving identified aims, some of those recommendations were already in process: new terms of reference for Directors of Studies' Committees and the endorsement of a new pay rate methodology for undergraduate supervisors had already been approved by the Committee, but further work and consultation were planned. The papers presented to the Committee were endorsed by the Colleges' Committee and General Board, would be presented to the University Council shortly, and then the recommendations published more widely.
- b) since the papers had been published results from the National Student Survey had been released. An initial analysis of the survey data showed that many areas where the intercollegiate university was below the benchmark had been identified by the Teaching Review.

In the discussion that followed, it was observed that:

- a) the Chair noted that the Colleges' Committee had requested that the Teaching Review expand to cover staff workloads and the cost of supervisions. The Pro-Vice-Chancellor (Education) reported that the General Board had recommended that the HR Committee take the review of staff workload forward, as the most appropriate body.
- b) Senior Tutor representatives on the Teaching Review Steering Group emphasised that the presented work was just the start of a long-term process, further consultation was needed from Departments and Faculties in particular due to the subject-specific nature of the identified problems.
- c) Robert Gardiner (CAI), Deputy Chair of the Bursars' Committee, reminded the Committee that supervisor pay rates had been increased in response to a threatened supervision boycott. During that time the unsustainability of the supervision system was recognised, as was the significant number of singleton supervisions which were expensive and not always pedagogically sound. It was therefore a surprise that the reduction in singleton supervisions was not explicitly addressed as an aim of the Teaching Review. Alice Benton (Head of Education Services) reported that data on

- a survey of Departments and Faculties, which included views on reducing singleton supervisions, was currently being processed and a report created soon for consideration by the Steering Group.
- d) The Directors of Studies Committee new terms of reference, to ensure that they fulfilled their role as the conduit between Departments and Colleges regarding undergraduate teaching, was crucial to review the suitability of supervision norms.

The Committee thanked members of the Teaching Review Steering Group for their work, and welcomed the work planned for the next academic year.

STC.23.112 Cambridge SU 'Freedom to Work' campaign (minute STC.23.97, 24 May 2024)

Further to a discussion at its previous meeting, the Committee receive a paper which considered the effects of Colleges diverging from the current official statement that undergraduate students were not expected to work during term-time:

Paper 6 Undergraduate part-time work considerations

The Business Committee recommended that the current position on student part-time work be maintained, in contrast to the decision it had made at its prior meeting, instead proposing that the current public wording be replaced with a more substantive statement. A draft statement was refined with feedback by the Committee and agreed to as follows:

Working whilst studying

Students are not expected to undertake paid work during term-time. Cambridge seeks to keep student living costs manageable, and accordingly the vast majority of students do not work during term-time, concentrating instead on their academic studies and co-curricular/social activities. Cambridge terms are short so many students work during the vacations, especially the long vacation in the summer. Students are reminded of [the financial support that is available through the Colleges and the University](#).

Any students who undertake work should first consider the impact this may have on their studies and discuss the matter with their Tutor. Students should always take into account personal constraining factors, including visa and financial sponsorship restrictions. Pressure created by paid working will not normally be accepted as extenuating circumstances for examination mitigation, in cases where results are disappointing.

[More specific guidance for postgraduate research students is available here.](#)"

The Committee agreed that the statement was a stance to be taken by Colleges as a 'common action', applying to both undergraduates and taught postgraduate students.

STC.23.113 Undergraduate admissions governance (minute STC.23.76, 15 March 2024)

The Director of Admissions updated the Committee on a second draft of proposals for a new undergraduate admission governance structure, following further consultation with Colleges:

Paper 7 Changes to previous version of proposal

Feedback from Senior Tutors, on behalf of their Colleges, had been requested by 13 September 2024. A third and final draft would then be presented to the Committee for approval in Michaelmas Term 2024, if approved the new governance structure would be implemented in Lent Term or Michaelmas Term 2025.

The Committee thanked the Director of Admissions for his continued work on the proposal, with feedback to ensure careful use of 'approval' in terms of reference only for committees which had the power to make binding decisions.

STC.23.114 Area Links Scheme and Outreach Framework

The Director of Admissions presented the Committee with a paper from the Co-Chairs of the Cambridge Outreach Strategy Group (COSG), on forming a new framework for undergraduate outreach in response to the new APP:

Paper 8 Outreach Framework

The Director of Admissions also presented the Committee a paper on how to consult Colleges on reviewing the Area Links Scheme:

Paper 9 Area Links Scheme

In the discussion that followed regarding the Outreach Framework support was voiced for greater emphasis on Cambridgeshire and East Anglia, and caution was given as to the most effective method to engage with academy schools within multi-academy trusts. A preliminary discussion was held on a revised Area Links Scheme being a 'common action' decision for a subset of Colleges to abide by. **The Committee endorsed the proposed new Outreach Framework.**

STANDING REPORTS

STC.23.115 Reports of the Vice-Chancellor and Pro-Vice-Chancellor (Education)

The Vice-Chancellor provided an oral report:

- a) The last University Council meeting of the academic year would consider the upcoming pay lift to University staff salaries, and be asked for the approval of two new Pro-Vice-Chancellors.
- b) The Vice-Chancellor encouraged members of Regent House to vote on a ballot on whether the University should maintain its employer justified retirement age (EJRA). The ballot was open until 22 July, and so far 26% of Regent House had voted.
- c) The University was making contact with the newly elected government. Three Cambridge alumni were included in the Cabinet, and 58 Members of Parliament had studied at the University.

The Pro-Vice-Chancellor (Education) provided an oral report:

- a) He thanked members for their support during the exam period, particularly on the delivery of exams within Colleges which continued to increase in number.
- b) General Admission had been held without too much disruption, and without the use of too many contingency plans. The Pro-Vice-Chancellor (Education) thanked Heather Hancock (JN) for her considerable support in leading the planning. Further disruptions to July congregations were not expected.

Heather Hancock reminded members to contact Catherine Fage on what their contingency plans were for upcoming degree ceremonies. Such planning was now seen as a standard task for all future events. A request was made that the University decision to move to contingency planning, and the creation by Colleges of contingency plans, needed greater collective consideration to ensure risks of moving to contingencies or not were manageable.

- c) The University Open Days were successful with minimal disruption. The Pro-Vice-Chancellor (Education) was thankful for the relatively calm environment that was achieved. It appeared that the encampment was planning to volunteer disbandment. A suitable statement was currently being prepared by the protestors. The Committee warmly thanked the Pro-Vice-Chancellor (Education) and Myfanwy Hill (K) for their considerable work in managing the encampment.

- d) The University's Access and Participation Plan had been submitted to the Office for Students. Requests for alterations may be received which would need to be responded to within a week over the summer.
- e) Concerns had been expressed regarding Digital Admissions due to a recent unsuccessful dry run of the Summer Pool. The Pro-Vice-Chancellor (Education) had been in contact with the Head of the University Information Services (UIS), and had been reassured that Digital Admissions was at the top of UIS' priorities over the summer, resources had been redeployed to support its work, and contingency planning devised if needed to revert to the manual handling of applicant files.

The Director of Admissions reported a lack of sufficient trust in UIS delivering what it had promised, due to the significant disruptions to the admissions process caused by UIS last year. Despite being told that Digital Admissions was receiving UIS' highest priority the test environment for the Summer Pool was not adequately prepared, and therefore it wasn't clear whether the system would work without resorting to contingency planning. However, following several urgent meetings that morning the Cambridge Admissions Office (CAO) was now confident that the Summer Pool would run successfully, though contingency planning was still being put in place and concerns remained regarding Digital Admissions failing in the next admissions cycle.

The Director of Admissions reported that the Digital Admissions Programme Board had discussed recently the high impact/high likelihood matters on its risk register, which UIS had only recently moved to address. There continued to be a problem of communication between teams within UIS, and between UIS and end users. As an example several problems with the test environment were raised by CAO two weeks before the dry run was conducted, and UIS's failure to address those issues contributed to the dry run failing.

STC.23.116 Report of the Chair of the Committee

The Chair of the Committee had nothing to report not already discussed under other items.

OTHER BUSINESS

STC.23.117 Examination Access and Mitigation Committee (EAMC) Annual Report 2022-23

The Committee received the EAMC Annual Report for 2022-23:

Paper 10 EAMC Annual Report 2022-23

Jackie Tasioulas (CL), in introducing the report, noted that:

- a) case numbers had increased once more. Of the 47 students in the Foundation Year, 22 had required interventions by the EAMC and 41 allowances had been made.
- b) 125 applications had been made to reconsider original assessment results, but a significant proportion had been declined. This suggested that Colleges experienced increasing pressure to submit applications which were not always technically viable.
- c) applications for coursework extensions increasingly requested deadlines being moved to the next academic year.
- d) it was unlikely that the Office of the Independent Adjudicator for Higher Education (OIA) would not keep pressure on the University to introduce exam resits; a robust response to the OIA was needed if resits were not provided.

In the discussion which followed it was observed that the rise in the number of non-viable applications was influenced by students being allowed to submit applications without College involvement. This direct route was requested by the OIA but not favoured by EAMC: though some direct applications were entirely justifiable, many students concerned had therefore not received welfare support from

their Colleges, and many applications could have been successful if they had been fact checked by the students' Colleges prior to submission. Instead of attempting to remove the direct application route entirely, Jackie Tasioulas (CL) recommended that the EAMC be allowed to contact Colleges for clarity on student-submitted applications.

STC.23.118 Student Support Department Annual Report 2022-23

The Committee received the Student Support Department's 2022-23 annual report, for information:

Paper 11 SSD Annual Report 2022-23

STC.23.119 Provision of anti-spiking products

The Committee received a proposal from the King's College Student Union (KCSU), for all Colleges to fund the provision of anti-spiking products, supported by the Cambridge SU:

Paper 12 Case for the Provision of Anti-Spiking Products in Colleges

The Business Committee had recommended that the Committee consider the KCSU's provision of anti-spiking products as best practice, best funded from JCR and MCR budgets. Members noted that the necessity and viability of providing anti-spiking products depended on the types of events held by Colleges and their students' needs.

The Committee recommended that Colleges consider the issue of drinks spiking, and whether the provision of anti-spiking products as arranged by KCSU was a response that was appropriate to their needs.

The Committee thanked the Cambridge SU and KCSU for presenting the proposal to the Committee.

STC.23.120 Architecture studio supervisions

Rita Monson (CHU) raised concerns regarding how Colleges were invoiced for costs associated with Department of Architecture studio supervisions: current Supervision Norms stated that Architecture Tripos students received one hour of studio supervision a week, yet the College had been charged for 27 weeks instead of the expected 24.

It was also reported that the Department of Architecture was setting expectations too high for its students, when suggesting that Colleges could provide free accommodation for those staying in Cambridge outside term. A further concern was raised regarding the Master of Architecture degree, which was under the postgraduate fee agreement yet its students received teaching paid for by the Colleges via CamCORS.

The Executive Secretary agreed to raise the Committee's concerns with the Department of Architecture, and would request a clear statement on College teaching expectations for the Department's two undergraduate courses.

The Committee approved the Faculty of Architecture invoicing Colleges for Design Tripos studio supervisions, instead of Design Tutors being paid via CamCORS, replicating the current procedure for studio supervisions within the Architecture Tripos. The Committee also approved the procedure that any request from a Faculty or Department to pay supervisors outside of CamCORS must be considered by the Committee on a case-by-case basis.

STC.23.121 Guidance for Colleges on Veterinary Medicine Student Cases

The Committee received a document providing guidance on student cases which required the approval of the Faculty Board of Veterinary Medicine, reviewed in detail by Holly Canuto (CTH):

Paper 13 Guidance for Colleges on Student Cases

The Committee did not make any comments on the document ahead of its circulation to College student support staff.

STC.23.122 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>
Joint Wellbeing Committee	Tania Davies (W)	Judith Bunbury (W)
Management Board of the University of Cambridge/Mastercard Foundation Climate Resilience and Sustainability Collaborative & Scholars Program	Mike Finn (ED)	Susan Larsen (W)
Societies Syndicate	Scott Annett (R)	Judith Bunbury (W)

The following paper was circulated for information:

Paper 14 Membership reports as of 05 July 2024

STANDING BUSINESS – MATTERS FROM STANDING COMMITTEES

STC.23.123 Senior Tutors' Business Committee

The unconfirmed minutes of the most recent meeting of the Senior Tutors' Business Committee were circulated for information:

Paper 15 Minutes of the meeting on 1 July 2024

STC.23.124 Reports of Standing Committees

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

a) Postgraduate Tutors' Committee (PTC)

The unconfirmed minutes of the meetings held on 30 May 2024 were circulated for information:

Paper 16 Postgraduate Tutors' Committee: Minutes 30 May 2024

b) Standing Committee on Education (STEC)

A pilot merging of the General Board's Education Committee (GBEC) with STEC continued into Easter Term 2024. Meetings of STEC were still being held, but instead used as an opportunity for College members to debrief and discuss matters raised at GBEC. Terms of reference were currently being drafted, in part for STEC to take on the responsibility of providing College oversight of Directors of Studies Committees.

c) Joint Wellbeing Committee (JWC)

The unconfirmed minutes of the meetings held on 13 June 2024 were circulated for information:

Paper 17 Joint Wellbeing Committee: Minutes 13 June 2024

The Committee's attention was drawn to the following:

i) Updated JWC Terms of Reference (minute 13, 13 June 2024)

The Committee was asked to approve, for its part, updated Terms of Reference for JWC. The main changes proposed added oversight of the implementation of the APP with respect to activities relating to mental health and disability, as recommended by the APP Steering Group, and the inclusion of language necessary due to the Higher Education (Freedom of Speech) Act 2023.

Paper 18 Joint Wellbeing Committee – draft ToR 2024-25

The Committee approved the updated terms of reference.

STC.23.125 Matters arising from Working Groups

a) ChatGPT and AI Working Group

The notes of the meeting held on 31 May 2024 were circulated for information:

Paper 19 Chat GPT & AI Working Group Notes 31 May 2024

i) Guidance on AI-resistant questions (note 3)

The Business Committee recommended that Colleges should be informed of any College-registered admissions assessments that did not follow the Working Group's guidance for setting AI-resistant questions for pre-interview admissions assessments:

Paper 20 Creating AI-resistant assessments

ii) Policy and guidance on misuse of AI in interviews (note 5)

The Working Group had approved public language on the stance the Colleges took concerning the use of AI in the undergraduate admissions process, which was subsequently recommended for approval by the Admissions Forum.

Paper 21 AI and Undergraduate Applications policy web text

The Committee approved the public stance on the use of AI in the undergraduate admissions process.

STANDING BUSINESS – UNDERGRADUATE ADMISSIONS MATTERS

STC.23.126 Minutes from the Undergraduate Admissions Committee and the Admissions Forum

The Committee received minutes from:

Paper	Committee/body	Date of meeting
22	Admissions Forum	7 June 2024
23	Undergraduate Admissions Committee	17 June 2024

The Director of Admissions drew the Committee's attention to the following matters arising from the Admissions Forum:

a) 'Fit to Sit' Policy (minute 24/86, 7 June 2024)

The Committee was invited to approve a 'Fit to Sit' policy for interviewees to follow, proposed from a review of appeals, reviews and complaints in 2023/24 and recommended by the Admissions Forum:

The Committee approved the 'Fit to Sit' policy for undergraduate interviewees.

b) Offer holder reading lists (minute 24/87, 7 June 2024)

The Committee noted that the Admissions Forum had agreed that the setting of reading lists was now the responsibility of Directors of Studies Committees.

STC.23.127 ID policy

The Business Committee agreed to recommend that, due to photos no longer being included in the CAPO, the identification of candidates should no longer be checked at interview. This followed current practice known at many other UK universities. The Senior Tutors' Committee was invited to approve this new policy:

Paper 25 Interviewee Identity Checks

In the discussion that followed it was observed that:

- a) the proposed policy was permissive: Colleges could still check the identification of candidates during interviews if they wished to, but Colleges following differing policies carried risks.
- b) there were concerns that tutorial staff and academics would be unable to confirm that a matriculating student was the same person interviewed several months previously. However there were also difficulties in interviewees having their identification checked during their interviews.
- c) Research conducted by CAO showed that no further action was taken in most cases where an interviewee had been flagged as not resembling their photo.

The Committee agreed that interviewees should be asked for their identification during interview, following the same policy used for admitting Foundation Year students.

STC.23.128 Admissions Assessment Steering Group (AASG)

The Committee was invited to approve, on recommendation of the Business Committee, to dissolve the AASG. The group's former business would be managed by the Director of Admissions and relevant Subject Convenors, with any controversial matters considered by the Business Committee in the first instance.

The Committee approved the dissolution of the Admissions Assessment Steering Group.

STC.23.129 Strategic Review on Admissions and Outreach (SRAO)

The Committee received for information a paper created for the General Board which presented progress on implementing recommendations from the SRAO:

Paper 26 Progress on implementing SRAO

REPORTED BUSINESS

STC.23.130 Minutes and Reports from Other Intercollegiate Committees

Minutes were received from the following committees:

Committee minutes	
	Meetings since last STC
Bursars' Committee	6 June 2024 4 July 2024 (minutes not yet available)
Colleges' Committee	Has not met
College Development Directors' Committee	22 May 2024
Colleges' IT Committee	Has not met
Colleges' Standing Committee	11 June 2024
Fees and Student Finance Sub-Committee	Has not met
Legal Affairs & Employment Sub-Committee	14 June 2024
University and Colleges Joint Committee	18 June 2024

Items arising that require discussion or decision were included elsewhere on the agenda.

STC.23.131 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
Access and Participation Plan Scrutiny Group	10 June 2024
Admissions Assessments Steering Group	4 June 2024
Admissions Research Steering Group	12 June 2024
Cambridge Outreach Strategy Group	No minutes
Information Services Committee	No minutes
Joint Student Numbers Management Group	No minutes
Mental Health Funding Task and Finish Group	3 May 2024
Postgraduate Admissions Committee	No minutes
Review of Part Time Students Steering Group	No minutes

FINAL DISCUSSIONS

STC.23.132 New Tutor and DoS training sessions

Stuart Martin (M) would be holding training sessions for new Tutors or Director of Studies in early October: a session for Tutors would be held on Wednesday 2 October 2-5pm, and a session for Directors of Studies for Friday 4 October 2-5pm. He welcomed any Senior Tutors assisting him in leading either of the two sessions.

STC.23.133 Farewells

The Committee noted that it was the last meeting of the following members:

Heather Hancock	Deputy Chair of the Colleges' Committee
Fergus Kirman	Cambridge SU President (Undergraduate)
Susan Larsen	Senior Tutor, Wolfson College
Vareesh Pratap	Cambridge SU President (Postgraduate)
Miles Stopher	Senior Tutor, Fitzwilliam College

It was also the last meeting of Marina Frasca-Spada (CC) as Chair of the Committee. The Committee gave warm thanks to her and all departing members for their various contributions to the work of the Committee and the Collegiate University more widely.

STC.23.134 Future meetings

Meeting dates for 2024-25 are listed below: all meetings will take place at 2:15 pm, with coffee served from 2:00 pm. The Committee agreed that the July meeting should clash with the University Open Day, and ideally be held at Darwin College or Clare Hall:

1 November 2024	Magdalene College
29 November 2024	Murray Edwards
14 February 2025	Queens' College
14 March 2025	Robinson College
23 May 2025	Selwyn College
11 July 2025	Sidney Sussex

STC.23.135 Reserved Business

There was one item of reserved business, outlined on a separate agenda:

- Report from the Colleges Transfer Working Group

Student representatives retired from the meeting for this item.

2024-07-12 STC UNRESERVED minutes

M Millbrook
30 July 2024