

## **Recruitment and Admissions Committee (RAC)**

20 May 2024 at 4:00pm

Hybrid meeting held in the Council Room via Microsoft Teams

### **Minutes**

#### **Present Members:**

Professor Paola Lettieri, Vice-President (Strategy) (Co-Chair); Marie Gallagher (Co-Chair); Professor Ibrahim Abubakar; Deepan Banati; Professor Stella Bruzzi; Aimie Chapple; Shaban Chaudhary; Daniel Farrell; Clare Foyle; Liz Griffith; Katy Hamilton; Dr Christine Hoffmann; Martin Howells; Penny Kossifos; Katja Lamping; Joe Lay; Bella Malins; Bryony Merritt; Ciaran Moynihan; Katy Redfern; Professor Eloise Scotford; Professor David Shanks; Professor Gail Taylor; Professor Nigel Titchener-Hooker; Professor Nicola Walshe; Donna Williamson.

#### **Apologies:**

Sarah Cowls; Neil Green; Blathanid Mahony; Alison Parker; Jessica Yuille.

#### **In attendance:**

Bettina Baumann (for minute 18); Kash Bokhari (Chief Risk and Compliance Officer); Stephanie Esuola (Programme Director, Recruitment and Admissions); Katie Sissons (on behalf of Jessica Yuille); Alice Smalley (Director of Education and Student Experience (DESE), Engineering).

#### **Officer(s):**

Alex Brace (Secretary)

### **10. Minutes (2-01)**

10.1. Recruitment and Admissions Committee (RAC) approved the minutes of the meeting held on 17 April 2024.

### **11. Matters Arising**

11.1. Arising from minute 7.3, RAC noted that several members had offered feedback to Martin Howells regarding data to bring to RAC from the Tableau Dashboard.

**12. Terms of Reference and Constitution (2-02)**

- 12.1. RAC noted UMC had approved the Terms of Reference and Constitution following updates agreed at the 17 April 2024 meeting (RAC Minute 2.1, 17 April 2024).

**Part II: Strategic Items for Discussion**

**13. Confidential: Draft Recruitment and Admissions Principles (2-03)**

- 13.1. Exempt from publication, please see confidential minutes.
- 13.2. Exempt from publication, please see confidential minutes.
- 13.3. Exempt from publication, please see confidential minutes.

**14. Confidential: Tuition Fee Deposits (2-04)**

- 14.1. Exempt from publication, please see confidential minutes.
- 14.2. Exempt from publication, please see confidential minutes.
- 14.3. Exempt from publication, please see confidential minutes.
- 14.4. Exempt from publication, please see confidential minutes.

**15. Confidential: Changes to the Access UCL Contextual Offer Scheme (2-05)**

- 15.1. Exempt from publication, please see confidential minutes.
- 15.2. Exempt from publication, please see confidential minutes.
- 15.3. Exempt from publication, please see confidential minutes.

**16. Confidential: UCL Clearing 2024 (2-06)**

- 16.1. Exempt from publication, please see confidential minutes.
- 16.2. Exempt from publication, please see confidential minutes.
- 16.3. Exempt from publication, please see confidential minutes.
- 16.4. Exempt from publication, please see confidential minutes.

**17. Sub-committees review**

- 17.1. Marie Gallagher, Co-Chair, provided an oral report on the sub-committees to report up to RAC. With the launch of the Admissions Transformation Programme (ATP), it was noted that it would be important to form a sub-committee to review the digital infrastructure. RAC agreed to have oversight of this sub-committee.

**18. Confidential: KPI Update**

- 18.1. Exempt from publication, please see confidential minutes.
- 18.2. Exempt from publication, please see confidential minutes.
- 18.3. Exempt from publication, please see confidential minutes.

**19. Confidential: Operational and Risks Update**

- 19.1. Exempt from publication, please see confidential minutes.
- 19.2. Exempt from publication, please see confidential minutes.

**20. UCAS Deadlines October Deadlines Response**

- 20.1. There was insufficient time to discuss this, so it was agreed that RAC would revisit this item at the next meeting.

**Part III: Other Business for Approval or Information**

**21. FRAG Terms of Reference (2-07)**

- 21.1. RAC received the Terms of Reference for the FRAGs for information.

**22. Any Other Business**

- 22.1. RAC recorded thanks to Marie Gallagher who would be stepping down as Co-Chair and leaving the University in June 2024.

**23. Date of the next meeting**

- 23.1. RAC noted the date of the next meeting, 27 June 2024 at 1:00pm.

Alex Brace, Secretary to Recruitment and Admissions Committee  
May 2024