

Department of Earth and Environmental Sciences
Recruitment and Outreach Committee

Minutes

Tuesday 24th August 2021, 2pm

1. Welcome/Apologies

Present: Rhian Jones (Admissions Tutor/Chair), Mike Burton (Head of Department), Bee Mistry-Bhudia (FSE Marketing and Student Recruitment Team Leader), Katherine Harrison (Outreach), Bart van Dongen (Director of Teaching and Learning), Suzi Wright (Admissions), Joe Phelan (FSE Recruitment and Marketing), Dave Topping (2+2/Data Science), Russell Garwood (Web and Social Media), Michael Atherton.

Apologies: Lauren Davis, Phil Manning, Cathy Walton, Katherine Joy, Jon Pittman, Cecilia Medupin. Bill Sellers.

2. Actions from previous minutes and matters arising

Actions from last meeting were discussed, and a few were outstanding, with others being addressed more substantially later in the session:

- Completed:
 - **ACTION: Pathway Profile for Geology to be uploaded to the EES blog and promoted by JS.**
 - **ACTION: JS to upload slides from the UG Open Day to the Staff Resources area on Blackboard for general use.**
- Continued on:
 - **ACTION: MB and BvD to contact Claire Robinson about reviewing provision and considering programme alterations for the Foundation Year.**
- Addressed below:
 - **ACTION: DT, BMB and JP to discuss potential website improvements for the MSc Data Science.**
 - **ACTION: DT to co-ordinate a separate meeting to discuss recruitment to the 2+2 programme with key staff.**
 - **ACTION: BMB to contact CM with more information about the Ambassador Recruitment Process in due course.**
 - **ACTION: CM to continue liaison with SW and eventually Michael Atherton in Admissions about the recruitment and retention related to MDAS.**

3. Admissions and Marketing Staffing Update (RJ)

RJ noted that new staffing for Admissions teams will begin 1st September. Lauren will be overall manager for EES, Physics, Chemistry, CEAS, (and Foundation Studies for these departments). Michael Atherton will be the main EES contact in the team. Olivia and Suzi will be leaving the team.

Joe Phelan is now our main contact from Marketing and Recruitment Team, along with Bee. Jemma Stewart will be leaving the University as of the end of September, and Bee will be going on maternity leave after Christmas.

4. Review of 2021 Confirmation and Clearing, and UG admissions numbers. (See summary)

Confirmation was a success for EES and we were able to confirm enough students in total without having to go into Clearing. Will be under on overseas but over on Home. We have a handful of applicants still with outstanding offer conditions but we don't expect many at this stage to convert as they have not responded to our chase emails, so numbers unlikely to increase much (if at all) now.

CAS creation summary (as of 24th):

17 engaged = 13 created (includes 1 x DE2 student), 3 not required, 2 to be created 8 not yet responded to Pre-CAS email (includes 1 x 2+2 student)

BvB raised the risk for international targets to the COVID situation in China.

5. Engagement with MDAS for 2021 entry

RJ: we now have 7 MDAS students accepted on to courses with us this year. It will be important to follow up with these students and see how they get on, as well as, what kind of support they might need going forward.

[Action]- RJ contact WP committee and suggest how we can support these students throughout the course of their degree.

6. 2022 Recruitment and Admissions (RJ):

- Open Days (RH)
 - In October, centrally run virtual sessions and in person campus tours will run on the 6th, 7th and 8th, with department run sessions on Saturday 9th.
- Offer-holder days (RH)
 - UCAS interviews will be held remotely this year.

- Plans for two days, December and early March, both are Saturdays. Possibly another in April. These will have central introductory presentations and department specific events.
- UCAS interviews (RH)
 - Calendar has to meet up with the new offer-holder visit days, meaning that we might need to compress them into a shorter time period, possibly at different times of the week to the normal Wednesday slot.
- International diversification (RH)
 - International Student Diversification Strategy Group (task and finish), organised by Emily Broncz, Student Marketing and Recruitment Intern. Dave Polya is also on the invite list. Chaired by Wayne Keating.
- Student Ambassador recruitment (BMB)
 - EPS low on overseas ambassadors, efforts to deal with overseas recruitment
 - We emailed all of our current ambassadors to ask if they would like to continue to work next year - 10 responded. 8 UG and 2 PGR, we are looking for 17 more ambassadors, and will go out to students in September.

7. Need to review 2+2 programmes.

DT confirmed that there is support from both faculties to convert the Data Science (Environmental Analytics) from a pathway into a programme that's owned locally by both schools.

DT/RJ Needs to review how we recruit to these programmes- DT was hoping to visit China but there may be no opportunity for some time- needs to be an action to promote this.

[Action]- RJ attempt to set up sub-group with a focus for Bart, Mike, Dave, Kevin to meet and discuss how this is promoted (maybe Bee/IO).

8. Explore Your Planet planning.

Dates for the Explore your Planet events are still being finalised but will be around November 10th and before Feb half term, with the inward visit around the 15th, 27th, or 29th of June.

9. Outreach Planning

KH shared the link to a new [Newsletter on sharepoint](#), created as a new way sharing news, documents and overview of the departments outreach events.

KH welcomed feedback on new approach for communication and CTA's for activities to the department, as well as ideas for boosting engagement with sign-up to outreach events.

10. Status of PGT admissions. (see summary)

As a Department, we will be under target on home PGT but expected to go over target for overseas. Although there are a large number of OS students who have not responded to CAS email (see report), so we may not end up exceeding OS registration target, but there is good engagement from those doing pre-sessional, who have now become UF.

11. Upcoming PGT conversion events and 2022 marketing / website

RJ informed the committee of the Conversion events due to be held later that week (on 26th and 27th August), as well as reminding them of the upcoming PGT VOW on 18th October.

BvB noted that there are plans to combine the two petroleum geoscience MSc courses into one MSc in Petroleum Geoscience. This has been submitted to faculty. There is a meeting planned to emphasize what changes we will have to be made for next year- and this info will hopefully be ready by Jan for all the changes going forward.

BMB confirmed that official paperwork approved by T&L is required before this change can be made to the website.

12. PGR: Improved website design for explaining MPhil, MResearch

JP and BMB still to meet with Web Team to organise.

13. AOB/Date of next meeting

First Tues of the month for the next semester.

Action Point Summary

[ACTION]: MB and BvD to contact Claire Robinson about reviewing provision and considering programme alterations for the Foundation Year.

[ACTION]- RJ contact WP committee and suggest how we can support MDAS students throughout the course of their degree.

[ACTION]- RJ look at setting up sub-group with a focus for Bart, Mike, Dave, Kevin meet to discuss how 2+2 data sciences are promoted (maybe Bee/IO).