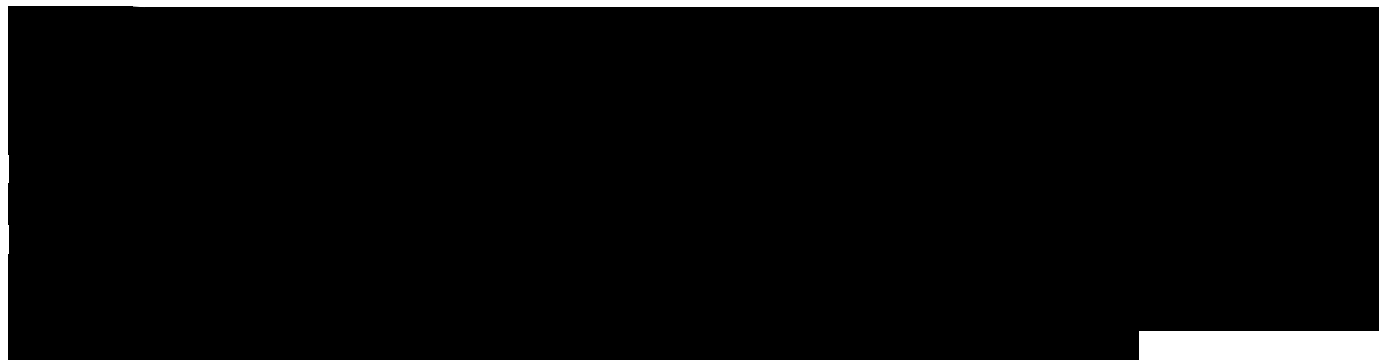


## SENIOR TUTORS' COMMITTEE

A meeting of the Senior Tutors' Committee was held at 2.15 p.m. on Friday 30 October 2020 via Zoom Conferencing.



### **Declaration of Interests**

There were none.

### **2133 Minutes and notes of previous meetings**

The Minutes of the formal meeting of 10 July 2020 and the informal meetings of 28 September and 9 October 2020 were received and approved (STC.20.114, STC.20.115 and STC.20.116 respectively).

### **2134 Matters arising and for report not itemised below**

There were none.

### **2135 Starred items**

The Committee approved the starred items.

### **2136 Chair's and Secretary's Reports**

The Chair offered his renewed thanks to Senior Tutors for their ongoing work in the continually challenging circumstances of Covid-19.

The Chair reported that the issue of students going home at the end of term was a live one but there was still a great deal of uncertainty; a recent Government task force meeting on the topic had been cancelled at very short notice. The University was lobbying hard to ensure that students were not adversely affected, with the use of asymptomatic testing already in place at Cambridge to mitigate the onward spread of infection being emphasised.

The matter of students returning in January was also a topic of significant concern, with the Chair noting that the collegiate University would be subject to the political and legal regime in place at the time. A meeting of the University Senior Leadership Team including Heads of School had taken place the previous day and there had been unanimous support for the continuance of the existing approach regarding residence – i.e. that students were expected to continue to be resident unless there were travel or ISID issues. The Committee noted that there was no intention to change this policy, but that it would be kept under review.

## **2137 Principal items of business**

### **2137.1 Covid-related business**

#### **2137.1.1 Reports from recent meetings**

██████████ reported on the following:

- That the Agile Project Team meetings, which had been meeting three times a week at the beginning of term, was now only meeting weekly because the testing programme was mainly running smoothly. Senior Tutors with concerns or questions about the testing programmes were encouraged to continue to send them to ██████████ so that these could be considered by the Agile Project Team.
- That the University was publishing data from the testing programmes via the Stay Safe Cambridge website. The data from the preceding week had indicated a slight decrease in infection rates. Rates of infection to date had been lower than expected.
- That it was anticipated that asymptomatic testing would be increased to include swabs from half of household members (up from two) in the near future and this would likely continue to increase as term progressed. More information would be forthcoming.

#### **2137.1.2 Creation of the Covid Incident Management Team (CIMT)**

The Committee noted that the CIMT had been established the proceeding week as part of the latest iteration of the University's Response Plan. The Team had met every week since its establishment and would continue to do so until the end of Term. The main responsibility of the Team was to work with Colleges as they experienced outbreaks (ie two or more connected cases). Core membership included ██████████ as the Head of the Covid Operations Centre, ██████████, OEAC, University and Public Health England representatives. It was thought that factors leading to outbreaks were unauthorised social gatherings/parties, sports teams socialising and the incorrect use of bathrooms and kitchens. It was understood that PHE had been impressed with the way the Collegiate University was handling cases and outbreaks, noting that the level of compliance with self-isolation rules was infinitely higher amongst the student population than the general population.

Lessons learned were shared from three Colleges who had experienced recent outbreaks. One College had experienced the first significant outbreak, and their experience had considerably informed the establishment and approach of the CIMT.

Experience of the CIMT was that meetings with Colleges had been very helpful, supportive and constructive.

A recurring theme was the need to consider the wellbeing and mental health of self-isolators and suggestions to support this included:

- The importance of access to outdoor space. One College with larger scale self-isolation instituted a rota so that students did not crowd in the hallways.
- The need for clarity about when a student's self-isolation was due to end; it was helpful, but difficult, to give this at the outset.
- Students appreciated a town hall style meeting at which the Senior Tutor and/or Bursar and/or Head of House provided an explanation of the situation, an expression of support and the opportunity to answer questions.
- Organising groups of supporters amongst student's peers to catch up with self-isolators via Zoom was a helpful way to reduce the burden on Tutors.
- It was useful to note that the Counselling service was experiencing normal demand for the season so waiting lists remained relatively short (c. 2 weeks). Online counselling continued to be offered.
- The SU would be running a weekly self-isolation session every Thursday 4.30 – 5.30pm. Senior Tutors were encouraged to communicate this message to their students.
- The Committee was reminded of ongoing student mental health projects provided in

partnership with Mind: <https://www.cpslmind.org.uk/university-students/>

The Bursar representative reported that Bursars involved in CIMT meetings had also reported the meetings were constructive and useful for Colleges.

2137.1.3 Current rates of infection amongst student population and movement within tiers

The data on rates of infection for w/c 26 October had not been released at the time of the meeting.

Covid Gold would be reviewing the University's tier status weekly. It was currently at yellow, and this would continue but under close monitoring of rates of infection within the University and the city itself.

2137.1.4 Recently circulated documents

A number of documents had been circulated by email but were provided again for information and ease of reference:

- a) A follow-up protocol for instances where multiple positive cases are identified in Colleges (STC.20.117).
- b) The 'Response Framework' approved by Covid-19 Gold Team as the new appendix 5 of the collegiate University's Outbreak Response Plan (STC.20.118)
- c) The Outbreak Communications Plan (which is work in progress) and which will also form an appendix to the Response Plan (STC.20.119)
- d) The update from [REDACTED] on the Covid Nudging Project (STC.20.120 and STC.20.121)

2137.2 Foundation Year Admissions Proposal

A paper outlining the proposed principles of admission to the Foundation Year Programme was received (STC.20.122). [REDACTED], Foundation Year Course Director, was welcomed to the meeting and introduced the paper.

The Committee noted that UAC, Admissions Forum and GBEC had considered and endorsed the proposed principles of admission. The Committee agreed to approve the principles set out within STC.20.122.

The Committee was also asked to consider and decide on the matter of College preference for applicants to the Foundation Year Programme as outlined in STC.20.123. The Committee recorded its preference for applicants to be able to make an open application or express a preference for one College in the admissions process.

The Committee noted that the implementation of the Foundation Year was proceeding to the agreed timeline. The Chair expressed renewed thanks to [REDACTED] for presenting the papers and for her continued efforts to drive the Programme's implementation forward.

2137.3 Admissions 2021-22

A paper outlining the plans for the current admissions round was received for information (STC.20.124).

The Committee received a helpful summary of all the work being undertaken in preparation for the current admissions round. Amongst a number of points raised, the following were noted:

- Moodle courses were being developed to deliver interview training which it was hoped would be available by 11th November.
- The Winter Pool had been scheduled for 13-15th January 2021; this allows for an extended period of interviewing if needed to accommodate additional pre-Christmas load.
- It was unclear if formal exams would run in summer 2021 and concerns raised that there

would be additional numbers of A\*s awarded. Colleges were encouraged to make lower numbers of offers in the current round; it was thought that 1.05 would be a more realistic cover ratio than the higher rates in previous years.

- A policy decision regarding widening the scope for enhanced adjustment would be brought to the next meetings of the Admissions Forum and STC. As WP applicants were likely to be particularly affected by Covid-19, it was considered especially important to ensure Colleges had means of adjusting for this.
- On the topic of grade inflation, it was noted that reducing cover ratios might lead towards conservatism in selection, and this may not be WP and APP-friendly. It was noted that if this was to be a long-term issue, it ought to be revisited under the Strategic Review of UG Admissions.
- A report on the progress of the Strategic Review of UG Admissions was expected towards the end of November. Offer levels/ranges would be considered within the scope of the review but it would take time to work through the materials. Offer levels for 2021-22 admission had already been advertised, so it would not be possible to change them for the current round.

#### 2137.4 Funding for Admissions Assessments from 2021

A revised paper outlining two options for moving the funding of admissions assessment to a more sustainable footing in subsequent admissions cycles was received (STC.20.125). The Committee engaged in a lively discussion, with serious concerns raised about both options.

Amongst several points raised, the following were noted:

- The impact of Covid-19 had not been foreseen and there was increased awareness of the financial demands that Colleges were facing.
- There had been a 30% increase in the numbers of overseas applicants for the current round.
- There was clearly interest from other HEIs re option b (movement to share assessments with other HE institutions, with candidates then charged per entry, as in the current BMAT model, but offering fee waivers to low income students), but there were serious concerns about sequencing and ensuring other HEIs committed at the outset.
- The issue of Oxford's position (i.e. that they had publicly committed not to charge for pre-interview assessments) meant that Cambridge would be placed at a disadvantage and inroads made re access would likely be lost.
- Serious concerns were raised about the WP implications and potential reputational damage to the Collegiate University.
- The idea of charging specific cohorts of applicants (UK independent school, overseas, etc) was thought unpalatable to a significant number of Senior Tutors.
- Other income streams outside the levies envelope were also discussed, with the possibility of approaching CUDAR and College Development Directors mooted.
- The possibility of running the tests using a different provider was also suggested, but this option had already been considered and discounted. It was indicated that the infrastructure and logistics of the operation were significant, and the tests did not generate profit for Cambridge Assessment. So it was suggested that finding another provider that would offer the tests for less was not be realistic.
- A third option of moving just the Cambridge Test of Mathematics for University Admission (CTMUA) to a publicly funded model was suggested as a pilot. It was understood that many other HEIs already used it.

No consensus could be reached during the meeting and it was noted that the matter would need to be decided upon at the Committee's next meeting (ie before the end of Michaelmas Term). The Director of UG Admissions urged Senior Tutors to discuss the matter urgently

with their Bursar, Head of House and Development Director to allow for a full and frank exchange of views across intercollegiate fora.

**ACTION: All Senior Tutors**

The Chair expressed gratitude on behalf of the Committee to the Director of UG Admissions for progressing this work.

**2137.5** Skills Strategy 2020-25

The Committee was reminded that the Access and Participation Plan had specified a review of skills provision during 2019-20 in order to develop a new strategy for student academic, employability and life skills. During 2019-20, an Advisory Group (including Senior Tutor and student members) had been convened to guide the development of a new Skills Strategy. At its final meeting, the Advisory Group reviewed a series of premises and priorities to be used to develop a draft Skills Strategy (2020-25) and to inform an associated action plan (circulated as STC.20.126).

The Committee noted that more work was required but were happy to offer broad support for the general direction of travel. Thanks were expressed to [REDACTED] and the Advisory Group for the work undertaken thus far. An invitation was made for specific concerns and comments to be sent directly to [REDACTED].

**2137.6** College Transfer Procedures

At the 28 September 2020 informal meeting of Senior Tutors, it had been agreed that the College Transfer Procedures would be suspended until the division of Michaelmas Term 2020 in the first instance as a result of the ongoing upheaval arising from Covid-19. The Panel, in trying to resolve outstanding cases, had found that Colleges were still finding it difficult to accept transfers and the Committee agreed to approve a further extension to the suspension of the formal procedures until the end of Michaelmas Term. It was noted that suspension of the formal procedures did not preclude informal transfers being negotiated between Colleges.

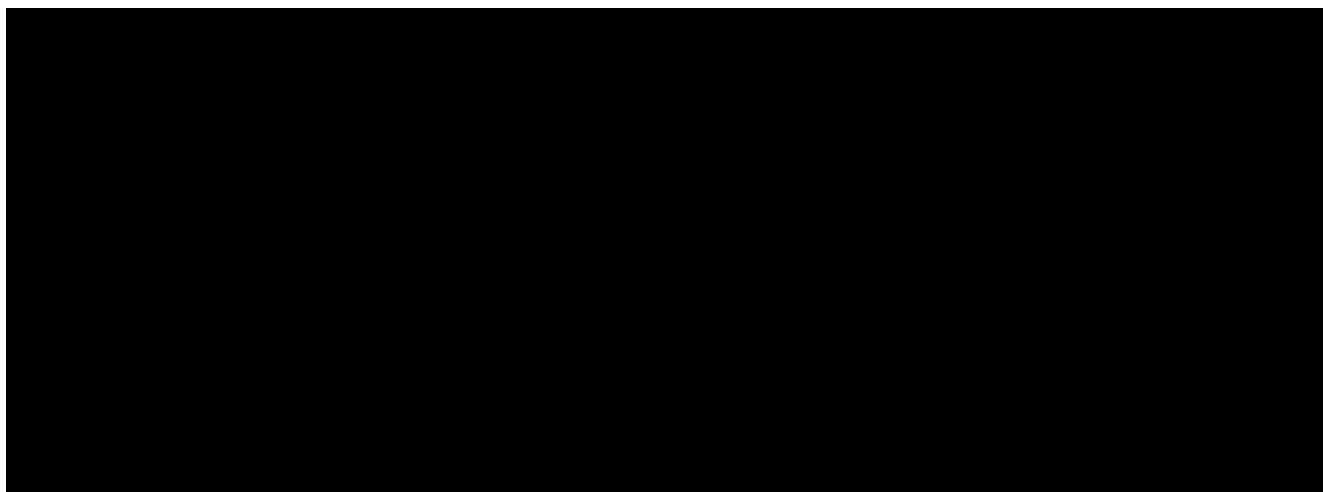
**2138** **Reports by the Chairs of the Standing Committees**

**2138.1** Business Committee

The Notes of the meeting held on 7 October 2020 were received (STC.20.127). Attention was drawn to the following items:

**2138.1.2** Minutes 4.1 and 4.2: Membership of Standing and External Committees

The Committee approved the following appointments:





2138.1.3 Minute 4.4: UG Admissions Complaints Panel

The Committee approved the changes to the terms of reference of the UG Admissions Complaints Panel (STC.20.128). It was agreed that the suggested statement outlining where liability for the Panel rested should be included at the earliest opportunity.

**ACTION:** 

2138.1.4 STC Committee Representation Review

The Committee noted that, in recognition of the ever-increasing burden of committee representation for Senior Tutors, the Standing Committee had agreed to conduct a review of committee membership with a view to rationalising representation. A matrix of Senior Tutor committee membership was received (STC.20.129) and Senior Tutors were asked to reflect on the following questions with respect to committees attended on behalf of STC:

- That the committees they attended were accurately represented on the matrix.
- To consider whether it was a valuable use of their time to attend these committees on behalf of STC – i.e. was there important business discussed that had significance for Senior Tutors or to which they contributed significantly on STC's behalf.
- To consider whether there was specific value that they brought to the Committee's discussion in their attendance as a Senior Tutor, or whether another College officer might be as well or better placed to contribute instead. If they served on a committee with an/other Senior Tutor/s, to consider if there was a good reason for more than one Senior Tutor representing STC.
- To consider, in their view, whether the Committee was doing a useful and necessary job.

Responses were to be provided to the administrative secretary via [educationalpolicy@admin.cam.ac.uk](mailto:educationalpolicy@admin.cam.ac.uk) by the 4 December 2020.

**ACTION: All Senior Tutors**

2138.2 Student Finance and Welfare

The Minutes of the meeting held on 12 October 2020 were received (STC.20.130). Attention was drawn to the following items:

2138.2.2 Minute 4.3: AccessAble

The Committee received a proposal from AccessAble (STC.20.131) setting out the approach and pricing for producing detailed access guides for the Colleges which would allow visitors to know what access would be like when they visited Colleges. The Committee supported the proposal in principle, noting that implementation would be at individual College discretion. Senior Tutors were encouraged to take the proposals back to their Governing Bodies for consideration.

**ACTION: All Senior Tutors**

2138.2.3 Minute 4.4: Cambridge Bursary Scheme

Thanks were expressed to [REDACTED] for assessing all the applications. The Committee further noted that the Strategic Working Group on Access and Participation had agreed to close the scheme and that no further applications would be accepted.

2138.2.4 Minute 4.8: Disclosure and Barring Service

The Committee approved the changes to the template Safeguarding policy (STC.20.132), noting that the document would remain under review.

2138.2.5 Minute 5: Social Distancing Guidelines from CSU

A paper and recommendations from CSU on fair enforcement of College codes of conduct in the context of Covid-19 was received (STC.20.133). The Committee noted the Standing Committee's discussion and that issues highlighted in the paper were most likely a matter of language and presentation rather than practice. Senior Tutors were asked to consider their communications carefully, and in particular to ensure that students were fully aware that no disciplinary action would be taken against anyone who reported instances of harassment and/or sexual misconduct occurring during breaches of Covid-related distancing guidelines.

**ACTION: All Senior Tutors**

2138.3 Education

The Minutes of the meeting held on 16 October 2020 are **enclosed** (STC.20.134). Attention was drawn to the following items:

2138.3.2 Minute ED.142-148/20: Certificate in Pre-Medical Studies

For its part, the Committee supported the direction of travel outlined within the proposal to deliver a Certificate in Higher Education in Pre-Medical Studies (STC.20.135). The Committee noted that there were potential student loan implications for students. Furthermore, that the Mature Strategy Group had considered the proposal at its recent meeting and that matters relating to admissions may need to be brought back for consideration by the Admissions Forum.

2138.3.3 Minute ED.158-162/20: Update on Changes to Student Immigration

The Committee noted that [REDACTED], Head of the International Student Office had presented an update to the Standing Committee on changes to student immigration regulations. The Committee's attention was particularly drawn to the Home Office change from monitoring attendance to monitoring engagement. It was understood that a review of current procedures was planned, and further details would be forthcoming. Guidance recently drafted by [REDACTED] for the Graduate Tutors' Committee was also circulated as a helpful summary (STC.20.136).

2138.3.4 Minute ED.165-167/20: Publication of Class-Lists and Provision of Exams Data for Colleges

Noting the Standing Committee's discussion, the Committee received the update on publication of Class Lists and the provision of exams data for Colleges (STC.20.137).

2138.4 Graduate Tutors

The Minutes of the meeting held on 15 October 2020 were received (STC.20.138). Attention was drawn to the following item:

2138.4.2 Minute 20.30.1: Issues relating to remote study

The Committee noted the issues raised and that this had been highlighted to the Senior PVC for Education and Head of Education Services. A reminder to Faculties and Departments had since been issued and it was expected that this would resolve the issue; Senior Tutors were urged to follow up with the Senior PVC for Education with any further concerns.

## **2139 Director of Undergraduate Admissions business**

### **2139.1 Admissions Forum**

The Minutes of the Admissions Forum meeting held on 12 August 2020 were received (STC.20.139) for information.

### **2139.2 Undergraduate Admissions Committee**

The Minutes of the meeting held on 5 October 2020 were received (STC.20.140) for information.

## **2140 Reports from other bodies ( [REDACTED] )**

### **2140.1 Colleges' Committee**

The Minutes of the meeting held on 4 July were received and noted (STC.20.141).

### **2140.2 Colleges' Standing Committee**

The Minutes of the meeting held on 6 October were received and noted (STC.20.142).

## **2141 Other business**

### **2141.1 Student mental health projects**

Further to the recent email circulated by [REDACTED], the Committee was **reminded** of two ongoing collaborations with MIND aimed at supporting student mental health:

[Tools and Techniques for Student Mental Health Workshops](#) [Good Mood Café and Calm Spaces](#)

Leaflets were received (STC.20.143 and STC.20.144 respectively), and Senior Tutors were encouraged to promote the opportunities widely to students. Suggested wording to include within communications to students has been drafted to support this (STC.20.145) and a referral pack had been created for those in College welfare roles who wanted to understand more about the projects and how to refer students (STC.20.146).

### **2141.2 MML Students repayment of Erasmus Grant**

A query was raised about bursary students having been asked to repay an Erasmus grant by MML, with an implication from the Faculty that the College would pick up the tab. It was understood that 20-30 students had been approached for repayment. It was agreed that further investigation was required and the Executive Secretary would take the matter up with the Head of the International Student Team and the Faculty.

**ACTION:** [REDACTED]

### **2141.3 Resources for students: remote working study skills**

A query was raised about whether there were any resources for student study skills on managing remote working. It was understood that some librarians were running workshops and that some general guidance was expected from CCTL but the Executive Secretary agreed to follow up with CCTL.

**ACTION:** [REDACTED]

### **2141.4 Supervisions and movement through tiers**



A query was raised about how face-to-face supervisions would be prioritised as the collegiate University moved through the tiers. The Chair noted that the assumption from the University had been that non-essential in-person teaching included all supervisions and that these would therefore all go online as the University moved through the tiers. Senior Tutors were asked to advise the Executive Secretary should there be any subjects for which the continuation of in-person supervisions would be considered essential.

**ACTION: Senior Tutors**

The Committee discussed the extent to which supervisions were already being held online. It was agreed that this was a rapidly changing picture and varied across Colleges. Several Colleges had undertaken straw polls which had indicated a considerable proportion (50-100%) of supervisions had already shifted online.

**2142 Next meeting**

The Committee noted that the next meeting of the Senior Tutors' Committee would take place at 2.15pm on 27 November 2020. A link to join the Zoom call would be circulated with papers.

## SENIOR TUTORS' COMMITTEE

A meeting of the Senior Tutors' Committee was held at 2.15 p.m. on Friday 27 November 2020 via Zoom Conferencing.

**2144 Declaration of Interests**

There were none.

**2145 Minutes and notes of previous meetings**

The Minutes of the meeting of 30 October 2020 were received and approved (STC.20.148).

**2146 Matters arising and for report not itemised below**

There were none.

**2147 Starred items**

The Committee unstarred agenda item 8.1.1: AccessAble. Other starred items were approved.

**2148 Chair's and Secretary's Reports**

Secretary's Report

The Secretary reminded the Committee that a number of drafts had been circulated in relation to two issues: 1) ensuring students were not discouraged from reporting incidents of misconduct/harassment at an event at which they may have breached Covid social distancing guidelines and 2) considering sympathetically the position of those students who had left early before the second lockdown without permission. Senior Tutors had been agreed on the overarching principles. However, it had not been possible to gain consensus on the exact phrasing to be used to allow for agreement of a joint statement. The Secretary encouraged all Colleges to use the drafts if they found them helpful, in whatever form they felt appropriate, and if they so wished to publish their own statements based on the agreed principles.

The Committee was alerted to the issue of workload and deadlines that had been raised with the Secretary and others by the CSU sabbatical officers on behalf of students. Senior Tutors were encouraged to approach issues of deadlines and workload with flexibility and to promote this principle to DoS and Supervisors.

The Committee was reminded that candidates for certain categories of University Council membership would be the subject of an imminent vote by members of the Regent House. Committee members noted that [REDACTED] was standing for election and that it would be very beneficial to have Senior Tutor representation on the Council.

## **2149 Principal items of business**

### **2149.1 Covid-related business**

The Chair expressed appreciation to [REDACTED] for all his work in representing Senior Tutors on Covid related committees and matters.

[REDACTED] reported on a number of matters. The following points were noted:

- Senior Tutors were urged to encourage students to complete the recent survey that had been distributed by the University on behalf of PHE. It was thought this would yield important data. The initial response rate had been very encouraging.
- That this data would feed into a large genomics project being led by [REDACTED] (COG-UK) which was already yielding very interesting information about the way in which the virus had been transmitted amongst students.
- That a spike in the rate of infection amongst the student population was thought to have resulted from two significant dates: Halloween and the day before the second national lockdown had come into force.
- The infection rate since this spike had been reducing, with very few positive results arising from the asymptomatic screening programme in the preceding week.
- That PHE had been impressed at how well the collegiate University had responded to the guidelines and restrictions, particularly students.
- That Cambridge would be placed in tier two of government restrictions post-lockdown and that marshals and a police presence would be increased across the city to encourage compliance.
- That many documents had been circulated in relation to end of term arrangements. PHE had expressed a particular concern for the wellbeing and mental health of students who would remain in Cambridge during the Christmas vacation. Senior Tutors were encouraged to continue efforts in planning support for such students. In particular PHE had indicated they were supportive of a proposal for Colleges to introduce temporary household bubbles for those remaining. PHE had thought the risks of spreading infection that this would introduce were low compared to the benefits this would bring to those students likely to be feeling particularly isolated over the period. It was however noted that the circumstances of each College and how they operated over this period would likely vary considerably.
- That there was still a good deal of uncertainty relating to arrangements for students return in LT. There were a number of options being mooted but Russell Group and UUK representatives were urging Government to ensure any approach taken would not target restrictions for students beyond those imposed on the general population.
- That there was no direct evidence available on the level of transmission resulting from supervisions, but that was likely because the data had not been collected in sufficient detail. It was thought this may become clearer as a result of the PH survey. Good ventilation was noted to be key in reducing the likelihood of transmission.

2149.2 Admissions 2021-22

The Director of UG Admissions and Associate Secretary for Admissions noted the following:

- That an expression of thanks should be noted to [REDACTED], her colleagues in the CAO Admissions and Data Services Team and the Digital Admissions and Moodle teams at UIS for their efforts in supporting this work.
- That all pre-interview assessments had been completed. At-interview assessments were ongoing.
- That Moodle refresher training for experienced interviews had been running, together with face to face training for new interviewers.
- That overseas interviews were running and that unexpectedly most of the issues had arisen as a result of problems with eduroam. This had raised some concerns about the delivery of domestic interviews due to begin in earnest in the second week of December.
- That, noting the limitation of online interviewing particularly in STEM subjects, hopes were expressed by the Associate Secretary that face to face interviewing would resume the following year.

2149.3 Funding for Admissions Assessments from 2021 (Minute 2137.4, 30 October 2020)

The Committee was reminded that a letter was circulated to all senior College officers on 9 November 2020, on behalf of the Senior Officers of the Colleges', Bursars' and Senior Tutors' Committees (received as STC.20.149).

Ongoing discussion since the previous meeting in various fora including SWAP had highlighted that there remained significant reservations about the introduction of charging applicants to take pre-interview assessments in 2021 (as had been mandated by the Colleges' Committee in December 2019). It was recognised that this cut across the progress of the Strategic Review of Outreach and Admissions, and also that it ran counter to the very positive widening participation work being undertaking, not least the Foundation Year, which was due to be formally launched in January 2021.

In light of this, the Secretary proposed that the decision on the future of admissions assessments be suspended for one year and instead the Committee consider agreeing to:

- a) increasing the charge for Overseas applications by, say, £30 (i.e. from c.£30 to c.£60);
- b) adopting the TMUA rather than the CTMUA (TMUA was already a charged test, which was provided free of charge as CTMUA for growing numbers of Computer Science applicants); and
- c) continuing to restrict testing to those subjects where they were demonstrably useful for deselection.

Senior Tutors were invited to provide feedback on this proposal and their internal College discussions and amongst a number of points raised the following were noted:

- That another year's extension caused concern to some members of the Committee.
- That despite this unease, imposing radical reform at a time when GCSEs were in flux and grade inflation would continue was also considered imprudent.
- That value for money needed to be scrutinised more closely, particularly around the logistics of delivering the tests which was where most of the costs arose.
- That it was understood that around half of applicants failed to meet the standard university offer level and consequently the possible introduction of Post Qualification Admission (PQA) may have a significant impact on the number of

applicants and therefore the numbers of tests and the associated costs. (Post-qualification offer-making would have no material impact, however). Members were keen to see how this and other sector-wide developments played out before agreeing a permanent arrangement for admissions assessments.

- That the chargeable public examination model proposed at the previous meeting might still warrant further exploration; the concerns raised previously around the optics of such a model might perhaps be addressed by introducing rebates/waivers for WP candidates.
- That one member had concerns about the impact of the cost of the TMUA on overseas applicants who would also be paying double the application fees under the above proposals.
- That reversing the decision on charging for the test would require arguments to be presented to Colleges' Committee to reverse its decision in 2018.

It was concluded that the Director of Undergraduate Admissions would draft a brief paper to outline the projected costs of assessments continuing without any change, together with the projected cost savings which might be achieved by enacting a) and b) above. The draft would be circulated to Senior Tutors to allow for consultation and discussion between Senior College Officers ahead of the Colleges' Committee meeting on 5 December 2020.

**ACTION: Director of Undergraduate Admissions**

#### 2149.4 Strategic Review on Undergraduate Admissions and Outreach

The Executive Summary of the Interim Report was received as STC.20.150, with the full report available on the [SharePoint site](#).

The Secretary noted that other documents were in the pipeline, including a proposed model for the reallocation of applicants across Colleges prior to interview which it was thought would cause concern for a number of Colleges given it would not allow them to assess the full gathered field of applicants naming them as first choice College.

Two Working Groups had been convened: one to consider Outreach proposals — this was thought to be progressing well — and the other reviewing admissions processes. The Secretary noted that the Strategic Review had yet to address a number of items considered critical to Colleges, including governance, more extensive agreed thresholds for deselection, IT systems, and cost efficiencies. It was understood that these concerns had been fed back to the Review Group.

#### 2149.5 Strategic Review of Student Mental Health Provision across Collegiate Cambridge

A paper outlining the aims, objectives and proposed governance arrangements for the Strategic Review of Student Mental Health Provision was received as STC.20.151. The Committee endorsed the direction of travel and approved the appointment of [REDACTED] as Senior Tutor representatives on the Steering Group.

The Committee noted that the issue of out of hours mental health support had been discussed at the Senior Tutors' Breakfast Meeting in February 2020 and the Head of Wellbeing, [REDACTED], was keen to seek Senior Tutors' views on what demand there was for out of hours support for Colleges. [REDACTED] would contact Senior Tutors directly for comment.

#### 2149.6 Joint Working Group on Size and Shape

A note on a meeting between the Vice-Chancellor, the Chair of the Colleges' Committee and the Senior Pro-Vice-Chancellor about the Size and Shape Working Group was received as STC.20.152a. The note was intended to identify and highlight points of agreement between the Colleges and the University. A further paper outlining answers to a series of questions on the matter that College members of the Working Group had

provided was also received as STC.20.152b.

The Secretary reported that there was continued divergence in aspirations around one-year postgraduate taught versus research/doctoral student numbers with the Schools broadly promoting growth in the former and Colleges aspiring to growth in the latter.

It was understood that these papers would provide the basis on which discussions would continue.

2149.7 Assessment ET2021

██████████, Head of Education Quality and Policy Office, provided a brief update on planning and arrangements for assessment in Easter Term 2021. It was noted that all summative assessment would be running, with the majority of examinations taking place online. A few in-person exams would be held with the exceptional agreement of GBEC, and Faculties and Departments with approved in-person exams had had to provide a plan b) in the event that in-person exams were once again not possible. It was noted that most students should have been notified by their Faculty or Department with confirmation of assessment arrangements already. It was understood that the Exams Office had shared the details of agreed assessment arrangements with College Tutorial Offices and members of the Committee requested a synopsis to be held via a stable URL that would allow Senior Tutors to view the arrangements. ██████████ agreed to look into the feasibility of this for the New Year.

**ACTION:** ██████████

The Chair thanked ██████████ and her team for the considerable efforts they had made to ensure robust assessment arrangements would be in place across the institution.

**2150 Director of Undergraduate Admissions business**

2150.1 Admissions Forum

The Minutes of the Admissions Forum meeting held on 16 October 2020 were received as (STC.20.153). Attention was drawn to the following item:

2150.1.1 Minute 20/118 Adjustment 2021: Criteria

The Committee noted the discussion on widening the scope of UCAS Adjustment for summer 2021. This had further been discussed at the November Admissions Forum meeting, which narrowly voted in favour of the criteria being widened to two flags rather than three (which would increase the size of the potential Adjustment field by c. 81% as illustrated in the circulated paper STC.20.154). The Forum voted overwhelmingly in favour of including verified FSM status as a standalone flag, as with the In Care flag and also recommended the discontinuation of the Open Offers scheme.

The Committee discussed the recommendations in detail and agreed that the verified free school meals status would be included as a standalone flag but that the criteria being widened to two flags rather than three (which would increase the size of the potential Adjustment field by c. 81%) should not be progressed. The Committee was also supportive of discontinuing the Open Offers scheme on the grounds that Adjustment met the same goals more effectively.

2150.1.2 Undergraduate Admissions Complaints Panel Annual Report 2019-20

The Committee received and noted the Annual Report 2019-20 (STC.20.155).

## **2151 Reports by the Chairs of the Standing Committees**

### **2151.1 Student Finance and Welfare**

The Minutes of the meeting held on 9 November were received as STC.20.156. Attention was drawn to the following items:

#### **2151.1.1 Minute 3.2**

The Committee was reminded that the AccessAble closing date is 18 December 2020 for Colleges to ensure inclusion in the forthcoming round of surveys.

#### **2151.1.2 Minute 4: Cambridge Officers' Training Corps (OTC)**

The Committee noted the Standing Committee's discussion, and that Senior Tutors may be contacted by the OTC regarding the welfare of OTC enlisted students.

#### **2151.1.3 Minute 7: College Mental Health Provision Questionnaire**

The Committee noted that access to the results from the Colleges' Mental Health Provision Questionnaire July 2020 had been made available: <http://smhw.chga.uk/> (username: user | password: work-from-home) and that Senior Tutors would be notified of their College's number by separate email following the meeting. Senior Tutors were encouraged to consider and share their results within their Colleges. It was proposed that the survey would be run annually, and work had already begun to produce the next iteration.

The Committee also noted that the Wellbeing Team wished to circulate a Tutorial Survey to be completed by Colleges to inform work on establishing a baseline of provision as discussed at the Senior Tutors' breakfast meeting on student mental health earlier this year. A version incorporating feedback from the Standing Committee was received as STC.20.157. It was agreed that the survey would be circulated to College Tutorial Offices via an online form at the end of term to allow for an earlier return than discussed at the Standing Committee.

#### **2151.1.4 Minute 8: College Childcare Provision Survey (Good Practice)**

The Committee noted the circulated paper (STC.20.158), authored by [REDACTED], CSU Welfare and Community Officer, outlining good practice gleaned from the College Childcare Provision Survey and particularly the desire of the Standing Committee to support the proposed introduction of partner cards as outlined in the paper.

#### **2151.1.5 Minute 9: Medical Evidence and Exam Access and Mitigation Committee**

The Committee noted the circulated exchange between Secretary to the Exam Access and Mitigation Committee and the Cambridge SU Disabled Students' Officer (STC.20.159) regarding medical evidence for alternative modes of assessment applications.

### **2151.2 Education**

The Committee noted that the meeting scheduled for 13 November 2020 had been cancelled owing to lack of substantive business.

### **2151.3 Graduate Tutors**

The Minutes of the meeting held on 12 November 2020 were received as STC.20.160. Attention was drawn to the following items:

#### **2151.3.1 Minute 20.40.4: Update on PG Funding Project**

A paper authored by [REDACTED] was received as STC.20.161. [REDACTED] attended to

present the paper and to field questions.

The Committee discussed two issues of policy outlined within the paper:

- a) The funding threshold to allow applicants to move College automatically
- b) Removal of the requirement of College preference to apply for College funding.

On a) there was limited discussion but, of those expressing a view, there was consensus to maintain £5,000 as the appropriate funding threshold for automatic movement between Colleges.

On b) Committee members were supportive in principle, with many indicating that there was potential to derestrict some funding opportunities. However, a number of Senior Tutors noted constraints that would prove problematic to making all funding opportunities open-access and it was agreed that it would be for individual Colleges to consider and decide which funding opportunities they would be willing/able to derestrict access to.

2151.3.2 Minute 20.40.5: Update on widening participation

The Committee noted the work being undertaken by [REDACTED] in the area of diversity and widening participation within the postgraduate applicant and student body.

2151.3.3 College Allocator Working Party (CAWP)

A proposal put forward by the CAWP to calculate the minimum number of doctoral applications required for Colleges via the Allocator was received as STC.20.162. The paper had originally been circulated at the March 2020 meeting but had had to be deferred due to the pandemic. The paper had been supported by the Graduate Tutors' Committee on 27 February 2020 and had since been updated to include the most recent admissions statistics. The Committee approved the proposal.

A complementary paper, commissioned by the CAWP, on Accept-All College status in response to a question from the Accept-All Colleges themselves, was also received (STC.20.163) for information.

2151.4 Business Committee

The Notes of the meeting held on 4 November 2020 were received as STC.20.164. Attention was drawn to the following item:

2151.4.1 Minute 2.3: UG Admissions Complaints Panel

Following revisions to the Panel's terms of reference approved at the previous meeting, the Committee approved the appointment of [REDACTED] as Chairs of the UG Admissions Complaints Panel from 1 October 2020 for three years and noted [REDACTED] had agreed to act as the third available Chair for the remainder of her existing second term. Gratitude was extended to all three Senior Tutors for agreeing to serve as Chairs.

**2152 Reports from other bodies**

2152.1 UCJC

The Minutes of the meeting held on 20 October 2020 were received for information (STC.20.165).

2152.2 Colleges' Committee

The Minutes of the meeting held on 31 October 2020 were received for information (STC.20.166).



- 2152.3 Colleges' Standing Committee  
The Minutes of the meeting held on 17 November 2020 were received for information (STC.20.167). Attention was drawn to the following items:
- 2152.3.1 CS.20.24: Progress update on the Strategic Review on Admissions and Outreach  
The Committee noted the discussion.
- 2152.3.2 CS.20.25: Resourcing of the Office of Intercollegiate Services  
The Committee noted that the role and resourcing requirements of OIS would be reviewed in 2020-21. The Secretary had been asked to join the Working Group undertaking the review.
- 2152.3.3 CS.20.26: Progress towards the reform of the Cambridge Bursary Scheme (CBS2)  
The Committee noted the discussion and that clear intentions for bursary provision in 2021-22 would need to be resolved quickly and would require proactive engagement from all Colleges in the Lent Term 2021. It was understood that the two Colleges which had previously dissented to the proposals had since indicated their agreement to participate. More would follow as discussions progressed.
- 2152.3.4 CS.20.27: Progress updated on the Working Group on Size and Shape  
The Committee noted the discussion.

## **2153 Other business**

- 2153.1 Student Skills Strategy (2020-25) and Action Plan (2020-21)  
For its part, the Committee approved the circulated Student Skills Strategy and Action Plan (STC.20.168), which had been updated with minor amendments following discussions at the last meeting. GBEC, for its part, had approved the document at its meeting on 18 November 2020.

The Committee noted that a Skills Working Group was being constituted to take forward work during the current academic year, with a particular focus on matters relating to the first year of undergraduate study. The Working Group would include Senior Tutors, Directors of Teaching, professional services staff and undergraduate students and it was intended to include a balance between STEMM and AHSS subjects.

## **2153.2 AOB**

The UG CSU President asked that Senior Tutors made all students aware of the imminent deadline for applications of an adjusted mode of assessment (end of full Michaelmas Term).

## **2154 Next meeting**

The next meeting of the Senior Tutors' Committee would take place at **2.15pm on 12 February 2021**. A link to join the Zoom call would be circulated with papers nearer the time.

## SENIOR TUTORS' COMMITTEE

A meeting of the Senior Tutors' Committee was held at 2.15 p.m. on Friday 12 February 2021 via Zoom Conferencing.



### Declarations of Interest

There were no declarations of interest.

#### **2156 Minutes of previous meeting**

The Minutes of the meeting of 27<sup>th</sup> November 2020 were received and approved.

The Notes of the informal meeting held on 29<sup>th</sup> January 2021 were received for information.

#### **2157 Matters arising and for report not itemised below**

#### **2158 Starred items**

The Committee approved the starred items (\*\*\*).

#### **2159 Chair's and Secretary's Reports**

##### Chair's report

The Chair (Vice Chancellor) reported on two primary matters:

1) The UK Government is due to issue guidance on students' return to Universities on 22<sup>nd</sup> February 2021. As yet, the contents of the announcement are uncertain, although UUK and the Russell Group are making ongoing efforts to gain more information.

2) The UK Secretary of State for Education has issued a letter to Lord Wharton, the recently appointed Chair of the Office for Students (OfS). The appointment of this Chair, who has no prior experience in the Higher Education sector, is designed to be a “reset” for OfS. There were some positive elements in this letter for Cambridge, namely a commitment to risk-based regulation – that is, a recognition that OfS should not focus on “high-quality” providers but on providers where there is cause for concern. The letter also expressed desire to reduce bureaucracy. However, the Vice Chancellor expressed concern that OfS might involve itself in matters of curriculum, highlighting statements in the letter about free speech and academic freedom, particularly the suggestion that OfS should challenge providers who implement policies which drop certain authors or texts from the curriculum, insinuating movements such as “Decolonise the Curriculum”.

### Secretary’s report

The Secretary reported on the following three matters:

1) The UK Government has announced additional funding intended for students facing financial hardship as a result of the Covid-19 pandemic, which Higher Education providers will be responsible for distributing to their students. Cambridge will receive £76k, and it is proposed applications, approvals and distribution be managed by the same process as other Hardship Funding (i.e. via the Bell, Abbott, and Barnes Committee, Postgraduate Hardship Fund, and Special Hardship Fund). [REDACTED], Head of Student Funding, will write to all students and Senior Tutors to lay out criteria for applications for these funds in the next week.

2) An audit of admissions assessments has been requested by the Colleges’ Committee and Colleges’ Standing Committee. The overarching aim is to improve the efficiency of the processes relating to deselection. Work is ongoing to put together a Steering Group for this purpose.

3) There will be an informal meeting of the STC on Friday 19<sup>th</sup> February (in one week) at 4.30pm. It will be an opportunity to meet with the external provider, SUMS Consulting, of the Strategic Review of Mental Health Provision.

## **2160 Principal items of business**

### **2160.1 Covid-related business**

#### **2160.1.1 Reports from recent meetings**

The Chair gave thanks to [REDACTED] for their work on the University's Covid-related Committees. [REDACTED] reported the following:

- Reiterating information from the Chair’s report, Covid-related business is somewhat in hiatus until 22<sup>nd</sup> February, when the Government will issue guidance on students’ return to Universities. In the next STC meeting, in four weeks’ time (12<sup>th</sup> March), there should be more to discuss.
- At the Covid Management Team meeting, The Director of Health and Safety ([REDACTED]) focussed on mental health and wellbeing – every member of the University has been affected differently by this pandemic and many are bottling up issues and not coping well. [REDACTED] encouraged Committee members to look at the resources detailed in the Vice Chancellor’s email sent on 11<sup>th</sup> February. The Vice Chancellor agreed that all members of the University must be forgiving of ourselves and colleagues, remaining conscious of how we are

interacting and reacting under these difficult circumstances.

- A small number of Committee members highlighted an issue with the Asymptomatic Testing Programme within their Colleges: cases of a household test returning a positive result but all subsequent individual tests on members of that household returning negative results. The Chair and ██████████ responded that this is a known issue that has been occurring since the programme's inception. It is the nature of the test and is to be expected, so no action will be taken.

#### 2160.1.2 Student Return

██████████ (Cambridge Students' Union) presented a College Returns Policy from the Students' Union (**STC.21.03**), regarding the approach Colleges have been taking, and should take, when responding to students who present cases to be allowed to return to Cambridge in Lent term despite national lockdown. The Committee discussed the poor-practice and best-practice examples and recommendations given in the paper:

- The Cambridge Students' Union would support the model adopted by several colleges, whereby students requesting to return for mental health reasons do not require a doctors' note or other "professional" proof, but must have conversations with their Tutor(s) to fully understand the reality of returning to Cambridge. Other Colleges also take this approach.
- Other Colleges have received abuse on social media and in the student press in response to their cautious approaches to these cases. Misinformation seems to be present in the student body about the processes involved and the number of cases.
- All parties - the Students' Union and Committee alike – recognise the need for critical engagement with cases for return, and the need for transparent and fair processes, including appeals. However, all recognise that each College is different and there cannot be one blanket application and approval process across all Colleges.
- The Committee supported the two recommendations in the paper, finding them reasonable and practicable.

#### 2160.1.3 Assessment

██████████ provided an update on Assessment in Easter Term (2020-21):

- Senior Tutors will have received a paper detailing revised plans for assessment via the Key Issues bulletin.
- The exam period overall has been extended until 2nd July. Priority students' (final-year undergraduates and postgraduate taught students) exams will still take place in the usual exam period.
- There has been no decision yet on the possibility of in-person (rather than online) exams for some subjects, and the possibility of online proctoring is still being considered.
- The General Board's Education Committee (GBEC) has decided that all assessment will be summative and that exam results will appear on students' transcripts.
- The progression requirements for Years 1 and 2 are being waived. However, Colleges can still review and enter into conversation with individual students who are underperforming at the end of their first or second year.
- Departments have been invited to consider discretionary options, such as using pass/fail rather than numerical marks for certain papers, and reconsidering dissertation titles in considering limited access to libraries.
- Attention is being given to cohort equity, ensuring that classification

distribution in 2020-21 remains in line with recent years (except 2019-20). There is no standard way to do this – it will be different for each Tripos.

- Several Committee members envisage large numbers of students in College residence at the time of assessments, expressing concerns about the feasibility of maintaining exam conditions in College. Suggestions were made about potential College exam halls, recognising potential issues such as ventilation.
- [REDACTED] agreed to take these comments into account and consider issuing some advice to Colleges about how to manage online assessments for students residing in Colleges.

**ACTION:** [REDACTED]

## 2160.2 International Student Recruitment Strategy

[REDACTED] presented a draft International Student Recruitment Strategy received by the Committee (**STC.21.04**). Key points of this presentation and discussion were as follows:

- The Strategy has already been seen at the Undergraduate Admissions Forum, Postgraduate Admissions Committee, and University Admissions Committee.
- The overall aim of the strategy is not currently to increase the number of international students or applications, but to encourage high-quality applications from more diverse countries and across a broader range of subjects, partially given the projected decrease in EU student applications in response to Brexit.
- Overall, the Senior Tutors' Committee welcomes this strategy, particularly its regard for diversifying the range of subject areas to which international students apply.
- It was highlighted that it would be helpful to read this Recruitment Strategy alongside the Graduate Union's International Student Experience Report, which was presented to Postgraduate Admissions Committee the previous day. [REDACTED] (Cambridge SU Postgraduate President) would be happy to bring this report to this Committee.
- The Chair raised that there should be more regard for Widening Participation in the Strategy.
- Multiple Committee members reiterated the importance of financial support in international student recruitment. For the strategy to be successful, and for Cambridge to remain competitive with US and other Universities, there must be provision of bursaries, scholarships, and/or other financial support for international students. Colleges and the University must work together to offer this provision. [REDACTED] confirmed that CUDAR (Cambridge University Development and Alumni Relations) are aware of the International Student Recruitment Strategy and are awaiting the finalised version before beginning to fundraise for the associated financial support.
- With these comments noted, the Committee supported the International Student Recruitment Strategy.

## 2160.3 Cambridge University Foundation Year

[REDACTED] provided a paper (**STC.21.05**) and presented on the launch of the Cambridge University Foundation Year:

- The Foundation Year was launched on 13<sup>th</sup> January 2021, with pertinent media coverage.
- Currently, consideration is being given to how the Foundation Year might

become a springboard for student recruitment, attracting teachers and applicants alike. There has already been a virtual event held for 200 teachers who showed interest in the initiative.

- The Vice Chancellor thanked [REDACTED] for her work on the Foundation Year and on preparing for the launch, which went extremely well.

## **2161 Reports by the Chairs of the Standing Committees**

### **2161.1 Student Finance and Welfare**

The Minutes of the meeting held on 25<sup>th</sup> January 2021 were received **(STC.21.06)**. Attention was drawn to the following items:

#### **2161.1.2 3.2. Bystander Initiative**

The Committee noted the Standing Committee's discussion, particularly that the Head of Student Wellbeing is investigating funding for this initiative for the academic year 2021-22.

#### **2161.1.3 4. Race Equality Charter Self Assessment Team Meeting, 30th November 2020**

The Committee supported the Standing Committee's recommendation that a poll be carried out at an upcoming STC meeting regarding Race Equality training provision in Colleges.

#### **2161.1.4 9. Administrative Support for College Nurses**

The Committee noted the Standing Committee's recommendation that Colleges consult with their nurses regarding potential need for administrative support, and take appropriate action where necessary.

### **2161.2 Education**

The Minutes of the meeting held on 29<sup>th</sup> January 2021 were received **(STC.21.08)**. Attention was drawn to the following items:

#### **2161.2.1 Minute ED.11-17/21: Chemical Engineering and Biotechnology Tripos**

Noting the Standing Committee's discussion, the Committee was invited, for its part, to support the proposal **(STC.21.09)** to revise the Chemical Engineering and Biotechnology Tripos. The following comments were made:

- Some Senior Tutors are concerned about the proliferation of Triposes increasing academic siloization, rather than encouraging interdisciplinarity.
- However, Chemical Engineering and Biotechnology is not a new Tripos (and will not increase overall student admissions), but a rationalisation of the route into the Tripos from the first year of study. Should this proposal come to fruition, it would allow applicants to apply specifically for this Tripos, sharing 50% of their first-year curriculum with Part IA maths, and 50% being new Tripos-specific content. Currently, students must apply for and study either Natural Sciences or Engineering at Part IA, beginning their Chemical Engineering Tripos at Part IB.
- One Committee member raised that this revision should be a positive step in Widening Participation: Chemical Engineering attracts diverse applicants, but the current unclear entry routes prove inaccessible for some.
- Noting these comments, the Committee supported the proposal.

#### **2161.2.2 Minute ED.18-21/21: Design Tripos**

Noting the Standing Committee's discussion, the Committee was invited, for its part,

to support the proposal **(STC.21.10)** for a new Tripos in Design (MDes). [REDACTED] the Course Director, presented a general introduction to the Tripos and responded to specific queries raised:

- Considering the concern raised in the prior discussion of the Chemical Engineering and Biotechnology about increased siloization and proliferation of Triposes, [REDACTED] highlighted that the Design Tripos has been developed in close collaboration with Engineering, and Materials Science and Metallurgy, aiming to broaden students' interdisciplinary study rather than propagate silo's.
- One Committee member queried the very specific entry requirements for Design listed in the proposal: that applicants must be studying for A-levels in Maths, one essay-based subject, and one science subject. [REDACTED] clarified that the intended requirements were for Maths to be compulsory, but there is flexibility in the other A-level subject requirements. A typical application may include one essay-based and one science subject, but it is not a requirement to have both. [REDACTED] agreed to adjust the proposal wording for future purposes, to accurately reflect entry requirements.

**ACTION:** [REDACTED]

- With these comments noted, the Committee supported the proposal.

2161.2.3

Minute ED.33-37/21: Global Executive Masters of Business Administration (GEMBA)  
Noting the Standing Committee's discussion, the Committee was invited, for its part, to support the proposal **(STC.21.11)** to deliver a new route of the Executive Masters of Business Administration (EMBA) partly in China as the Global EMBA. The following points were raised:

- The GEMBA is intended to be a 20-month part-time programme, delivered 50% in Shenzhen and 50% in Cambridge, primarily at weekends. Teaching hours would be the equal to those for the standard EMBA.
- Committee members echoed the concerns raised in Education Committee around air travel: the carbon footprint/environmental impact of GEMBA students flying between locations multiple times per year does not seem aligned with the University's Environmental Sustainability Strategy.
- There may also be issues around the College tutorial input required for GEMBA students, such as the provision of financial advice and health support. Therefore, there needs to be careful clarification of the intended pastoral support to be provided in Cambridge and in China.
- Although this Committee is not the appropriate place for this discussion, the idea of charging a premium College fee to GEMBA students has been mooted.
- The Committee agreed to send these comments to the Judge Business School, provisionally supporting the GEMBA proposal if these concerns are addressed.

**ACTION:** [REDACTED]

2161.3

Graduate Tutors

The Notes of the informal forum held on 28<sup>th</sup> January 2021 were received **(STC.21.12)**. Attention was drawn to the following item:

2161.3.1

5. Hotel quarantine payments

The Committee noted this discussion. Committee members agreed to continue the discussion of how to deal with cases where students must quarantine in hotels after arriving in the UK from certain countries outside of this meeting.

2161.4

Business Committee

The Notes of the meeting held on 13<sup>th</sup> January were received (**STC.21.13**). Attention was drawn to the following item:

2161.4.1 3. Review of Senior Tutors Representation on Committees across Collegiate Cambridge

The Committee noted this discussion. The Secretary reported that following a full audit of all University Committees with Senior Tutor representatives in their membership, it had not proved possible to reduce the number of Senior Tutor representatives on committees. The Senior Tutors' Business Committee will, however, circulate a brief for Senior Tutors' Committee representatives, to clarify the expectations of this representation.

**2161.5 Director of Undergraduate Admissions business**

2162.1 Admissions Forum

The Minutes of the Admissions Forum meeting held on 22<sup>nd</sup> January 2020 were received (**STC.21.14**). Attention was drawn to the following items:

2162.1.1 21/06 School Leaving Examinations Situation

The Committee noted the discussion, particularly that:

- Offers for 2021 entry were made in the knowledge that cancellation of examinations for UK students was probable
- The University's response to the Consultation emphasised the importance of keeping students learning for as long as possible.

2162.1.2 21/07 Review of the Round

The Director of Admissions updated on the admissions round and the review process so far, including feedback from an applicant survey, as well as on Digital Admissions:

- A full report will be provided in due course, but preliminary indications from an applicant survey with over 400 participants indicates how positively this academic year's interviews were viewed by applicants.
- The final offer breakdowns have not been confirmed, but it would appear that Colleges have been conservative in offer-making as recommended.
- Consideration is being given to how to conduct the next round, working closely with University Information Services.
- With awareness that some Colleges wish to implement entirely digital admissions in 2021-22, the Director of Admissions urges all Senior Tutors to not make any public announcements on this topic until internal reviews are completed.
- [REDACTED] formally requested that the Undergraduate Terms of Appointment be included in the review of the round. Christ's College would like to make comments on these, both in specific and general terms.

2162.1.3 21/10 Admissions Assessment Update

The Director of Admissions reiterated the message from the Secretary's report that a Steering Group is in the process of being established to consider this matter.

2162.1.4 21/13 Cert HE in Pre-Medical Studies

The Committee supported the recommendation from Admissions Forum that admissions be dealt with via an open application and open offer route, with final College allocation made in August for the very small number (approximately three)



of students expected.

**2162.2**      Undergraduate Admissions Committee

The Minutes of the Undergraduate Admissions Committee held on 16<sup>th</sup> November 2020 were received **(STC.21.15)**. Attention was drawn to the following items:

**2162.2.1**      7. Strategic Review of Undergraduate Admissions and Outreach

The Committee noted that there has been more recent progress in both working groups, with interim reports expected soon.

**2162.2.2**      12. Planning Round Projections

The Committee noted that estimated places for 2021 entry provided by Colleges align with School ambitions as expressed via the planning round.

**2163**              **Reports from other bodies**

**2163.1** Colleges' Committee

The Minutes of the meeting held on 5<sup>th</sup> December 2020 were received **(STC.21.16)**.

**2163.1**      Colleges' Standing Committee

The Minutes of the meeting held on 17<sup>th</sup> November 2020 were received **(STC.21.17)**. Attention was drawn to the following item:

**2163.2.1**      CS.20.26 Progress towards the reform of the Cambridge Bursary Scheme (CBS2)

██████████ reminded the Committee that comments on the proposed reform of CBS2 must be made by 30<sup>th</sup> April 2021.

**2163.2**      Postgraduate Admissions Committee

The Minutes of the meeting held on 5<sup>th</sup> November 2020 were received **(STC.21.18)**.

**2163.4**      Steering Group on the Strategic Review of Mental Health Provision

The minutes of the first two meetings of the Steering Group on the Strategic Review of Mental Health Provision, from 8<sup>th</sup> December 2020 **(STC.21.19)** and 8<sup>th</sup> January 2021 **(STC.21.20)** were received.

**2164**              **Other business**

**2164.1**      Suspension of the College Transfer Process

██████████, Chair of the College Transfer Panel, proposed that the College Transfer Process be suspended until the end of the academic year. A primary motivation for suspending this process is that with the current Covid-19 situation, many Colleges are not in a position to readily accept new students.

The Committee supported the decision to suspend this process.

Ongoing cases (i.e. where an initial case was put forward by a student or their College before this meeting) will continue to resolution.

**2164.2**      External Affairs and External Regulations update

The Committee received a report from ██████████, detailing recent significant external affairs and external regulations updates **(STC.21.21)**.

**2165**

**Next meeting**

The next meeting of the Senior Tutors' Committee will take place at **2.15pm on 12<sup>th</sup> March 2021**. A link to join the Zoom call will be circulated with papers nearer the time.

**SENIOR TUTORS' COMMITTEE**

A meeting of the Senior Tutors' Committee took place at 2.15 p.m. on Friday 12<sup>th</sup> March 2021 via Zoom videoconferencing.

**UNRESERVED MINUTES****2167 Declaration of Interests and apologies for absence**

[REDACTED]

**2168 Minutes of previous meeting**

The Minutes of the meeting of 12<sup>th</sup> February 2021 (STC.21.23) were approved.

**2169 Matters arising and for report not itemised below****2170 Starred items**

The Committee approved the starred items (\*\*\*).

**2171 Chair's and Secretary's Reports****Chair's Report**

The Vice Chancellor welcomed [REDACTED], who will take up the role of Senior Tutor at Queens' College, and thanked [REDACTED], the previous role holder. He also highlighted that a message relating to international travel, arising from conversations with the Russell Group and England's Chief Medical Officer, was sent by email to all Senior Tutors earlier in the day, and should be noted.

**Secretary's Report**

[REDACTED] reiterated the importance of the international travel information mentioned by the Chair, and advised that the message should be sent to all students, who must consider very carefully before travelling abroad. She also updated that the Steering Group on Admissions Assessments (focusing on their use, purpose and cost), has had their first meeting, and begun collecting materials and considering key questions, with work ongoing.

The Secretary asked the Committee to support the Charlie Waller Memorial Trust's offer to develop Mental Health Training for Tutors, and to encourage newer tutors to make contact with the CWMT. She also highlighted that the Trust can offer support to students directly, which may be especially helpful during the upcoming vacation. [REDACTED], from the Student Wellbeing team, will circulate a link to all Senior Tutors with more information on the CWMT.

**ACTION:** [REDACTED]

Finally, the Secretary brought to the Committee's attention that there have been claims from student representatives that some Colleges are charging conference rates to students for accommodation over the vacation. As was the case over the Christmas vacation, given current travel restrictions, students should only be charged the standard term-time rate on their rooms; and if this causes them hardship, they should apply for relevant funds from College and elsewhere. Therefore, Senior Tutors are asked to ensure that students are being charged the correct rate.

**ACTION: Senior Tutors**

## **2172 Principal items of business**

### **2172.1 Covid-related business: Reports from recent meetings**

██████████ reported the following information:

- Most people at the Committee meeting will have been present at the Covid Taskforce briefing earlier in the day, so there is no need to repeat that information.
- The number of Covid-19 cases in Cambridge is currently very low: 24 per 100,000 in total, and in Central Cambridge specifically, figures are too low to be specified. This presents a broadly optimistic outlook for Easter term.
- However, caution is still essential ahead of next term: although there have been very few positive cases in Cambridge this term, we have been in national lockdown. Therefore, there is a possibility of outbreaks once restrictions start easing on 12<sup>th</sup> April.
- The University's Covid Helpdesk is changing its approach to contact tracing. The current approach is "forward tracing", i.e. identifying the direct contacts of a student with a positive Covid test to ensure that they also self-isolate. The new approach will be "backward tracing", i.e. conducting an extensive interview with the infected person to identify source of infection. This approach was developed in Korea and Japan after the 2003 SARS pandemic. It is very effective but also labour intensive – so it may not be possible to sustain if there is a large outbreak.

The Chair thanked ██████████ for his work on the University's Covid groups.

## **2173 Director of Undergraduate Admissions business (██████████)**

### **2173.1 Admissions Forum**

The Minutes of the Admissions Forum meeting held on 19<sup>th</sup> February 2021 (**STC.21.24**) were received. Attention was drawn to the following items:

#### **2173.1.1 Minute 21/30: Update on 2022 Admissions Cycle**

██████████ reported on progress in this area:

- A survey will be sent to all Colleges, to identify areas of agreement and difference in College's plans for timings, types of trainings, and more. It is intended to establish a clear direction of travel in the next two to three weeks, so Colleges should expect to take part in this circulation very soon.
- Work is ongoing on Digital admissions, particularly on the Cambridge Online Preliminary Application (COPA) and Supplementary Application Questionnaire (SAQ). Currently, thought is being given to which questions should be asked, whether current questions are relevant, etc.

#### **2173.1.2 Minute 21/32: Undergraduate Open Days 2021 Proposal**

██████████ asked that Senior Tutors liaise with their Admissions Offices to determine whether an element of in-person Open Days (specifically College tours) might be possible in July or September.

**ACTION: All Senior Tutors**

- One Senior Tutor asked, as per the Postgraduate Admissions Committee suggestion later in the agenda, if it may be possible to roll together Undergraduate and

Postgraduate open day options. [REDACTED] agreed that this should certainly be considered as a route forward.

- Other Senior Tutors expressed concern that there may be a third wave of Covid-19 infections and/or that Government restrictions on in-person events may be re-introduced, preventing the possibility of in-person open days. [REDACTED] responded that the September open days take the form of College tours for offer holders, rather than mass open days for prospective applicants, so even with restrictions on large gatherings, events with smaller numbers of participants may be allowed. In any case, most Colleges are - and should be - planning for both possibilities, of physical and virtual open days.

#### 2173.2 Undergraduate Admissions Committee

The Minutes of the Undergraduate Admissions Committee held on 1<sup>st</sup> February 2021 were received (**STC.21.25**). Attention was drawn to the following items:

##### 2173.2.1 Minute 7: Strategic Review of Undergraduate Admissions and Outreach

[REDACTED] reported that:

- Following a meeting of the full Strategic Review, there seems to be a clear direction for both outreach and admissions. Ahead of the next Senior Tutors Committee meeting, [REDACTED] should be able to provide more detailed information, particularly on the Area Link Scheme on the outreach side, and re-allocation models on the admissions side.
- The matter of admissions and outreach governance is now being considered by a working group organised by the VC and the Chair of the Colleges Committee.

##### 2173.2.2 Minute 12: Ofqual consultation on awarding of grades

The Committee noted that the key points in the collegiate University's response appear to have been taken on board in the recently announced outcomes of the consultation.

### 2174 Reports by the Chairs of the Standing Committees

#### 2174.1 Student Finance and Welfare ([REDACTED])

The Minutes of the meeting held on 22<sup>nd</sup> February 2021 were received (**STC.21.26**). Attention was drawn to the following items:

##### 2174.1.1 Item 3.2: Colleges Mental Health Provision Questionnaire

The Committee agreed that the questionnaire (which is administered annually, as agreed in 2019-20) should be managed locally (as it was in July 2020) rather than centrally; i.e. it should be sent out by individual Colleges to their students. The Committee approved circulation of the survey, after clarifying the content of the questions.

[REDACTED] responded to a question around privacy and students' possible apprehension around sharing their mental health information with their Colleges, agreeing that an introduction would be added to the questionnaire, reassuring students that whilst Colleges will receive reports on the findings of the questionnaire, no information will be identifiable.

**ACTION:** [REDACTED]

##### 2174.1.2 Item 4.1: Office for Student Conduct, Complaints and Appeals Annual Report 2019-20

The Committee noted the 2019-20 OSCCA Annual Report (**STC.21.27**) and the Standing Committee's discussion.

##### 2174.1.3 Item 4.2: Report and Support

The Committee noted the Standing Committee's discussion, and that a more finalised report will be provided by [REDACTED] by circulation over the coming weeks.

##### 2174.1.4 Item 6: Disabled Students' Commission Annual Report 2020-21

The Committee noted the DSC Annual Report 2020-21 (**STC.21.28**), with particular attention drawn to the recommendations at the end of the report.

2174.1.5 Item 8: Student Advice Service Annual Report 2019-20

The Committee noted the SAS Annual Report 2019-20 (**STC.21.29**).

2174.1.6 Item 11: Racism in Medical Education

The Committee noted the Standing Committee's discussion.

2174.2 Education ( )

The Minutes of the meeting held on 26<sup>th</sup> February 2021 were received (**STC.21.30**). Attention was drawn to the following items:

2174.2.1 Minute ED.56-60/21: Libraries Accessibility Service

Noting the Standing Committee's discussion, the Committee note the overview of the service (**STC.21.31**). reported: that the purpose of this paper is to raise awareness of this service. It launched in November, with aim of helping disabled students to access libraries, including College libraries. It includes provision for print and screen readers. Students have to be registered with the Disability Resource Centre to use the service, but after that point access should be automatic.

The Chair wishes to pass on thanks to and the team at the University Library for their quick and thorough work on this.

2174.2.2 Minute ED.72-75/21: Investigating and addressing awarding gaps in the context of Collegiate Cambridge

Noting the Standing Committee's discussion, the Committee noted the next steps for the early stage of the project (**STC.21.32**). elaborated that research is currently being undertaken by Cambridge Centre for Teaching and Learning on awarding gaps, especially with regards to Black British students, and students with declared mental health issues. It is being highlighted at this Committee to ask if any Colleges have already looked into this issue. All Senior Tutors are asked to discern whether any of this work has been done in their College, and if so, to contact by email.

**ACTION: all Senior Tutors**

2174.3 Graduate Tutors ( )

The Minutes of the meeting held on 25<sup>th</sup> February 2021 were received (**STC.21.33**). Attention was drawn to the following items:

2174.3.1 Minute 21.06.1 PG Open Day – consultation

The Committee noted the Standing Committee's discussion. reported that:

- The Postgraduate Open Day will take place online, allowing attendance from prospective applications across the globe - which is important in the content of the International Student Recruitment Strategy presented at the last Committee meeting (Minute 2160.2, 12<sup>th</sup> February 2021).
- However, Colleges may also offer in-person visits. thanked for the suggestion that these may be rolled in with Undergraduate offer-holder open days.
- shared a link to a short survey for Senior Tutors to complete immediately after the meeting ([https://cambridge.eu.qualtrics.com/jfe/form/SV\\_3sKH7nZwfHpEbSm](https://cambridge.eu.qualtrics.com/jfe/form/SV_3sKH7nZwfHpEbSm)).

2174.3.2 Minute 21.06.2 Admissions numbers

The Committee noted the Standing Committee's discussion, and that this matter is likely to be a focus at the next Committee meeting (21<sup>st</sup> May 2021). As an initial introduction:

- Postgraduate admissions are up 16% year-on-year (a 10% increase in Doctoral student admissions, and 20% in other Postgraduate student admission). Colleges had set the target of increasing uptake by 10%, so these figures are excellent.
- The Allocator Group had raised issue that applications were not being received as quickly at less well capitalised Colleges as at their better capitalised counterparts. However, since this issue was raised, changes have been made and the process is flowing very quickly.

## **2175 Reports from other bodies ( [REDACTED] )**

### **2175.1 \*\*\*Colleges' Standing Committee**

The Minutes of the meeting held on 26<sup>th</sup> January 2020 were received (**STC.21.34**).

### **2175.2 Postgraduate Admissions Committee**

The Minutes of the meeting held on 11<sup>th</sup> February 2021 were received. Attention was drawn to the following item:

#### **2175.2.1 Minute 1521: Widening Participation**

The Committee noted this discussion.

### **2175.3 \*\*\*Steering Group on the Strategic Review of Mental Health Provision**

The Notes of the meeting held on 5<sup>th</sup> February 2021 were received (**STC.21.36**).

### **2175.4 \*\*\*University and Colleges' Joint Committee**

The Minutes of the meeting held on 2<sup>nd</sup> February 2021 were received (**STC.21.37**).

## **2176 Other business**

### **2176.1 Annual Report on College Transfers**

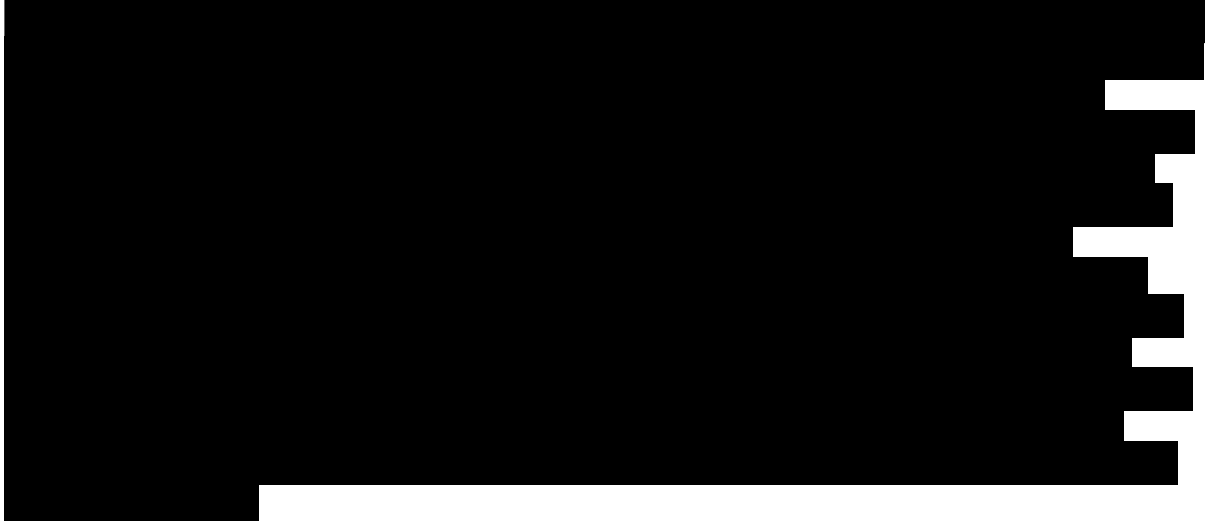
The Committee noted a report detailing the use of the College Transfers Procedures in Academic Year 2019-20 (**STC.21.38**).

## **2177 Next meeting**

The next meeting of the Senior Tutors' Committee will take place at **2.15pm on 21<sup>st</sup> May 2021**. A link to join the Zoom call will be circulated with papers nearer the time.

**SENIOR TUTORS' COMMITTEE**

A meeting of the Senior Tutors' Committee was held at 2.15pm on Friday 21 May 2021 via Zoom Conferencing.

**UNRESERVED MINUTES****Declarations of interest**

There were no declarations of interest

**2180 STC Membership and representation**

The Committee welcomed [REDACTED] as deputy for [REDACTED] respectively.

**2181 Minutes of previous meeting**

The Minutes of the meeting of 12 March 2021 (**STC.21.40**) were approved.

**2182 Informal STC meetings**

The Committee noted the items that had been discussed at informal STC meetings in the 2020-21 academic year.

- Covid-19 asymptomatic testing
- Contingency planning for the future of the academic year
- The use of face coverings in supervisions
- Lecture handouts
- Student Experience in the Pandemic: STEP towards Mental Health and Wellbeing
- Contribution to University Library investment in ebooks
- Printed lecture notes
- Admissions interviews in December 2021
- OSCCA's Report and Support Tool



- Residence requirements and examination arrangements for Easter 2021
- Revision of the formulae of presentation at Graduation
- Update on the University Counselling Services
- The Mental Health Review interim report
- The draft response to Post-Qualification Admissions consultation

The Committee noted that at the informal STC meeting on 16 April 2021, it had been agreed that the admissions interviews for the 2021 recruitment should take place online. The Committee also noted that it had been agreed at a meeting on 30 April 2021 that *collegam* was appropriate for the presentation of University officers, College Fellows taking degrees under Statute B II 2 and *scholarem* was the preferred term for presenting students or former students.

## **2183 Chair's and Secretary's Report**

### **Chair's Report**

The Pro-Vice Chancellor summarised draft plans for teaching in Michaelmas 2021. While the intention would be to encourage students to come to Cambridge and undertake as much in-person teaching as possible, there was an assumption that some students overseas will face difficulties travelling to Cambridge. It was likely that lectures would be recorded throughout Michaelmas and that social distancing would remain in place. The Committee were invited to comment upon the paper and asked to send substantive feedback to [REDACTED].

There was a discussion about the plans for the next academic year, with a particular focus upon online learning. The Committee heard that there has been positive engagement with recorded lectures which are an important tool for accessibility. Hope was expressed that the progress made in this area would be maintained. There was an acknowledgement that the student body might expect lecture recording to continue. Concern remained however, that if all teaching were available online, students may be reluctant to return to Cambridge.

The Committee broadly supported the outline of the plans for the next academic year. The Chair stressed the importance of being as clear as possible when communicating with offer-holders and current students about plans. Communications would go out to these groups in July.

### **Secretary's report**

[REDACTED] reiterated the importance of encouraging students to take part in the asymptomatic testing programme (ATP) at the University. It was noted that the ATP is a research project and it is therefore important for reasons of research ethics that participants are not coerced into engaging. The Committee discussed the challenges associated with this and that while encouragement could be provided, restrictions could not be placed upon those who did not engage with the ATP. The current participation rate at about 55% was higher than in other similar programmes and was a significant proportion of the student population. Concerns were expressed about further addition of pressure on students who are facing exams. It was noted that Colleges could use the data about participation in ATP to inform their internal risk assessments and that participation in events could be made dependent upon a

negative lateral flow test result, and on result at a college-population level, but not an individual level.

██████████ informed the Committee that the audit of Admissions Assessments is ongoing.

## **2184 Principal items of business**

### 2184.1 E-books for teaching and learning

██████████ reported that the Levies Panel had approved the request for financial support to purchase e-books. The situation was complex and needed monitoring, but the overall assumption was that Colleges would reduce spending on printed books to meet this cost, and Senior Tutors were encouraged to support the reduction in their library's budget.

### 2184.2 Supervision Rates

The Committee noted that supervision payment rates would not increase for the next academic year, in line with academic pay. It was acknowledged that this related to wider conversations on supervisions across the Collegiate University. A group had been established to engage with discussion with the Universities and College Union and the Cambridge SU on this matter. This group included ██████████ ██████████ ██████████.

### 2184.3 Digital Admissions

The Committee noted the progress report **(STC.21.42)** and a background paper **(STC.21.43)** on the history and aims of the project. ██████████ explained that this is the first report on this topic and that work is focussed upon preparation for the next admissions round and the production of digital candidate files. ██████████ reported that the Levies Panel is expected to approve additional funding for the project, but that more work is needed to establish satisfactory governance arrangements. The Committee heard that the establishment of a separate project board not involving those working on digital admissions was being discussed.

## **2185 Reports by the Chairs of the Standing Committees**

### 2185.1 Senior Tutor Education Committee (██████████)

The minutes of the Standing Committee on Education held on 30 April 2021 were received **(STC.21.44)**. Attention was drawn to the following items:

#### 2185.1.1 Minute ED.98-102/21: Redesign of the Education Tripos

██████████ outlined the proposals to redesign the Education Tripos **(STC.21.45)**. The plan enabled greater flexibility for students and had received positive feedback following consultation. The Committee supported the proposal and ██████████ agreed to ascertain whether there would be a preliminary examination ahead of Part 2 of the course.

**ACTION:** ██████████

#### 2185.1.2 Minute ED.103-113/21: Student Mobility

The Committee noted the paper about the Turing Scheme **(STC.21.46)** and the proposal from the Faculty of Law **(STC.21.47)** to expand their partnerships for student exchange programmes.

Concern was expressed that the Turing Scheme would not be as comprehensive as the Erasmus Scheme had been and it was noted that schools and colleges could also bid for funding from the Turing Scheme. While contingency plans existed for the next academic year, there was some apprehension about the future. The Chair thanked all those who had been involved in working on the Turing bid.

#### 2185.1.3 Minute ED.120-130/21: Contracts for Undergraduate Supervisors

██████████ summarised the Senior Tutors' Education Committee's discussion on this topic and stressed that it had focussed upon the educational impact of the proposals. In particular, the Committee indicated that a change in the system in the direction advocated in the paper would almost certainly lead to less opportunities for postgraduate students to get critical teaching experience. This would mean that postgraduate students would lose a set of valuable transferrable skills. At the same time, undergraduates would lose the current variety of voices that is so important to their student experience within the academy. This reduction of the number of diverse voices in undergraduate education and of career-enhancing opportunities for postgraduate students constitutes a serious concern. There were concerns that changing the current system would lead to a reduction in the number of individuals employed by the colleges to supervise their undergraduate students. It was noted that it was beneficial for undergraduates to be taught by a range of supervisors, something that the current system allows. It was also noted that it remained important to provide supervising opportunities for postgraduate students since this supports them to develop transferrable skills. It was acknowledged the flexibility allowed to undergraduate students (and much valued by them) may lead to potentially challenging late changes of plan for supervisors. It was suggested that perhaps a common code of conduct might be useful.

The Committee questioned the authorship of the paper they had received on this topic **(STC.21.48)**. It was agreed that this would be clarified.

#### **ACTION:** ██████████

*Since the meeting, we have confirmed that the paper was written by representatives from the UCU and CSU*

#### 2185.1.3 Minute ED. 131-134/21: Cambridge Field Course

The Committee supported a proposal to run a 'catch-up' field trip in September 2021 **(STC.21.49)** for students studying Plant Sciences and Zoology which required a few students to be in residence in late September.

#### 2185.2 Graduate Tutors' Committee (██████████)

The minutes of the Graduate Tutor's Committee held on the 29 April 2021 were circulated **(STC.21.50)**. Attention was drawn to the following items:

##### 2185.2.1 Item: 21.16.1 Matters relating to postgraduate admissions to Colleges

The Committee noted that the College allocator was currently doing a good enough job, but that further discussion was needed, and taking place, on its working. The

Committee heard that plans existed to accommodate the increased number of Masters students to be admitted in the 2021-22 admissions cycle, and that there had been conversations among the Senior Tutors of the three accept-all Colleges about the intended addition of Lucy Cavendish College into this group. The Committee supported the changes in principle, but noted that additional detailed discussions at all levels were needed before these items could be formally approved.

### 2185.3 Student Finance and Welfare ( )

The minutes of the meeting held on the 26 April 2021 were received (**STC.21.51**). Attention was drawn to the following items:

#### 2185.3.1 Item 4: Care+

summarised the paper which drew attention to the challenges met by current students and recommendations for improvement. The Committee agreed that the Care+ recommendations (**STC.21.52**) should be circulated to Colleges.

**ACTION:**

#### 2185.3.2 Item 6: Race Equality Training

Committee members were asked to note the Legal Affairs and Employment Sub-Committee recommendation that Colleges organise race equality training locally. Members were reminded that the Office of Intercollegiate Services had circulated advice about recommended providers of race equality training.

#### 2185.3.3 Item 7: Anti-Casualisation Group

reported that the Student Finance and Welfare Committee had focussed their discussion on welfare issues associated with this as they did not have expertise in contracts. The Committee had felt strongly that it was important to stress that teaching was optional for students and that clarity about the amount of work individuals should take on would be helpful. There was a discussion about finance and that teaching should be used as supplementary rather than essential income during studies. There was an acknowledgement that this was an issue that required further Senior Tutor input. volunteered to join the Anti-Casualisation Working Group.

#### 2185.3.4 Item 8: Disability Resource Centre (DRC) Annual Report, 2019-20

The Student Finance and Welfare Committee noted the significant service provided by the DRC and the demands upon it. The Chair reported that this was being discussed as part of the strategic review of mental health provision.


It was noted that the Black Advisory Hub would launch that evening and attendance was recommended to Committee members.

#### 2185.3.5 Item 11 Maintenance Rates 2022-23

*The Committee approved the publication of the proposed maintenance rates for 2022-23 after the meeting by circulation.*

### 2185.4 Business Committee ( )

The Committee approved the following appointments:



The Chair thanked those who had volunteered to take on the new positions above and also those who had served on those committees previously for all of their hard work.

The Committee elected [REDACTED] to the Senior Tutors' Business Committee.

The Committee received information an overview of Senior Tutor representation on committees (**STC.21.54**) and a descriptor of the role of representatives (**STC.21.55**).

## **2186 Undergraduate Admissions Matters**

### 2186.1 Undergraduate admissions governance

The Secretary provided an update to the Committee and reported that the Vice Chancellor and the Chair of the Colleges' Committee had organised four separate working groups to

1. Consider possible principles for partnership between the Colleges and the University. This group had been exploring similarities and differences between the admissions systems at Oxford and Cambridge.
2. Focus upon management arrangements.
3. Explore the division of labour and management roles.
4. Consider the role that University Teaching Officers have in college life, undergraduate teaching and potentially wider issues of admissions and recruitment.

[REDACTED] explained that the first three working groups were due to report by the end of term and that the fourth working group would require more time before reporting. The Committee noted that some of the groups' work involved surveying Senior Tutors.

### 2186.2 Post-Qualification Admissions (PQA) Consultation

[REDACTED] expressed gratitude to all those who had worked on this, with particular thanks to [REDACTED] who had chaired the working group that produced the response to the consultation. The response that was submitted made it clear that the University was keen to work with the Department for Education on plans for designing a post-qualification admissions system. The PQA Working Group still exists and had previously produced a paper about the range of PQA options that exist. They had now been joined by [REDACTED] as representative of the STC, and they will continue to work on this and to communicate with the Department for Education.

The Chair thanked those who had worked on the PQA consultation and has been in touch with the Department for Education to offer the University's ongoing engagement, which has been accepted.

### 2186.3 Undergraduate Admissions Committee

The minutes of the Undergraduate Admissions Committee held on the 15 March 2021 were received **(STC.21.57)** and attention was drawn to the following items:

#### 2186.3.1 Item 11. Overseas Application fee

The Committee noted the approval of the increase in the fee to £60 for the 2022 admissions cycle.

#### 2186.3.2 Item 12. Applications and Offers on the Current Round

██████ informed the Committee that the annual admissions statistics for the 2020/21 round had been published and that there has generally been a positive response to these, especially the figures relating to ethnic minorities. The Collegiate University largely exceeded the targets that it had set for 2024/25 and it may be asked to increase them.

#### 2186.3.2 Undergraduate Admissions Forum.

The minutes of the Undergraduate Admissions Forum held on the 30 April 2021 were received **(STC.21.58)** and attention was drawn to the following items:

##### 2186.3.2.1 Item 21/43 Matters Arising

The Committee noted the approval of the move from CTMUA to TMUA following consultation with the Computer Science Directors of Studies Committee.

##### 2186.3.2.2 Items 21/45 and 21/46 Arrangements for the next Admissions round

The Committee heard that there has been an announcement that the next admissions round would be held virtually as detailed in the most recent teachers' newsletter.

██████ reported that a communications plan exists for the overseas interviews which will go ahead in the next admissions round to supplement College offerings. The Committee noted criticism about the way that the overseas interviews had worked and that with support from the Admissions Forum, a working group has been established to consider the way overseas interviews could work in the future. It was agreed that this working group would report back to the Senior Tutors' Committee.

##### 2186.3.2.3 Item 21/48 Strategic Review of Admissions and Outreach

The Committee noted the positive progress made with Outreach-related proposals and that changes that impact both strategy and delivery are expected in the final report from the Review which will be received by the Colleges' Committee and University Council who co-sponsored the review. Approved recommendations would be considered and developed in relevant committees in the future.

### **2187 Reports from other bodies**

The Committee received the minutes from

- College's Committee **(STC.21.60-61)**

- Colleges' Standing Committee (**STC.21.62-63**)
- University and Colleges' Joint Committee (**STC.21.64**)
- Postgraduate Admissions Committee (**STC.21.65**)

### **2188 Starred items**

The Committee approved the starred items.

### **2189 Other business**

#### 2189.1 Foundation Year Admissions Handbook

The Committee endorsed the Foundation Year Admissions Handbook.

### **2190 Date of next meeting**

The next meeting of the Senior Tutors' Committee will take place at **2.15 on 16<sup>th</sup> July 2021**. A link to join the Zoom call will be circulated with papers nearer the time.

██████████ advised the Committee of an informal meeting of the STC on the 18 June 2021.

General Board's Education Committee  
Committee membership 2021/2022

(a) the Pro-Vice-Chancellor (Education), as Chair

- [REDACTED]

(b) A representative nominated from each School and appointed by the General Board, of whom a number, to be determined by the Board, shall also be members of the General Board.

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

(c) two persons appointed by the Senior Tutors' Committee, one of whom shall normally be the Chair of the Standing Committee on Education.

- [REDACTED]
- [REDACTED]

(d) two members of the Postgraduate Committee, appointed by the General Board.

- [REDACTED]
- [REDACTED]

(e) one member of the Examination and Assessment Committee

- [REDACTED]

(f) one member of the Steering Committee for the Cambridge Centre for Teaching and Learning

- [REDACTED]

(g) one member of the Committee on Student Health and Wellbeing

- [REDACTED]

(h) the Undergraduate Access, Education and Participation Officer



- [REDACTED]

(i) the Postgraduate Access, Education and Participation Officer

- [REDACTED]

(j) up to two additional co-opted members

- [REDACTED]
- [REDACTED]

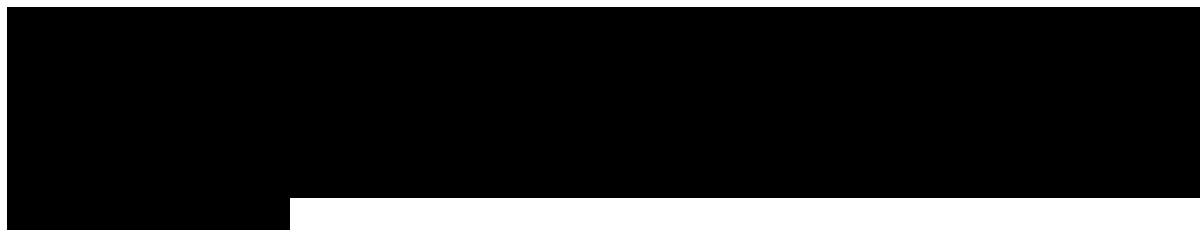
*Secretary:* [REDACTED]

\* indicates membership of the General Board

**General Board of the Faculties**

**Education Committee**

A meeting of this Committee was held at 14.00 on Wednesday 21 October 2020, via Zoom.



There were no declarations of interest.

**555.1 Minutes**

The minutes of the meetings held on 21 July and the extraordinary meeting held on 2 October 2020 were approved.

**555.1.1 Matters arising**

**Minute 553.5.5, July 2020: Establishment of the Postgraduate Committee**

The Committee noted that the Postgraduate Committee held its first meeting on 13 October 2020.

**Minute 554.1.5, October 2020: Student Surveys**

The Committee noted that the Minister of State for Universities had written to the Office for Students asking it to review the National Student Survey to 'ensure it supports the maintenance of high standards while providing reliable data on the student perspective' and to respond to criticisms about its cost and bureaucracy. The Office for Students had launched a consultation, to which the University would respond.

**555.1.2 Items since last meeting agreed by circulation or Chair's action**

**Chair's action 27 July 2020**

Approved a change to the Masters in Architecture and Urban Design to add an assessment required by the Royal Institute of British Architects.

Approved arrangements for teaching the MPhil in Genomic Medicine in 2020-21.

**Chair's action 18 July 2020**

Approved arrangements for teaching the MRes in Connected Electronic and Photonic Systems in 2020-21.

#### Chair's Action 3 August 2020

Approved the proposal from the Institute of Continuing Education to teach in 2020-21 the Advanced Diploma in Research Theory and Practice in English (Engineering or Business Management) through synchronous and blended teaching methods with no further changes to the programme.

#### Chair's Action 6 August

Approved proposals for the History and Modern Languages Tripos to be taught by online lectures, small group teaching and supervisions online or in person.

#### Circulated business 7 August 2020

In May the Committee had approved a proposal from the Institute of Continuing Education for an EdX MicroMasters module, to be taught online, which matched a module on one of the modules on the MSt Writing for Performance. It was agreed that students who successfully completed the EdX MicroMasters module and who applied to that same MSt will be given advanced standing, i.e. credit, for the module they had already completed. This approval was granted for 2020-21 only.

In August the Committee approved a proposal to extend that approval for a further year in 2021-22 to enable students to make that progression on to the MSt. It was also agreed the cap on 50 students progression would also be lifted.

In approving the proposals, it was noted that the 'MicroMasters' term remains problematic and the course documentation should make clear that it is not a Master's degree. Members also advised that the course should be reviewed after Year One and Year Two.

#### Chair's action 18 August

Approved the proposals for teaching for the MSt in Real Estate.

#### Chair's action 3 September

Approved a request from the Department of Veterinary Medicine to hold resit exams in-person in September and October 2020, in the light of the Royal College of Veterinary Surgeons' preference for proctored exams.

### **555.1.3      Chair's report**

The Chair welcomed [REDACTED] as a new member of the Committee, in her position as the Chair of the Senior Tutors' Committee Standing Committee on Education.

#### Covid-19

The Chair noted the difficult circumstances related to Covid-19 that made the start of the academical year more challenging, and thanked colleagues across the University and the Colleges for their work in welcoming students back to the University. The University's Covid Gold meetings continued to monitor infection rates, and kept under review the approaches of other universities to managing student cases.

## **555.2        Starred items**

The Committee approved the starred item, Academic Standards and Enhancement Committee Revised Terms of Reference (**E6295**).

## **555.3        Strategic Discussion**

### **555.3.1      Assessment in 2020/21**

The Committee considered proposals for changes to modes of assessment from Faculties and Departments in light of Covid-19 in line with the guidance document circulated at the previous meeting (**E6282**).

#### **555.3.1.1**

##### **a) School of Arts and Humanities**

The Committee **agreed** that

- the Music Tripos performance exams should be held in person with a contingency plan in place if this could not be delivered
- the beginners' language papers for students on the Anglo-Saxon, Norse, and Celtic Studies Tripos should be held in person; officers would confirm whether its contingency plan for a 90-minute timed online exam could be delivered
- the beginners' language papers for the Asian and Middle Eastern Studies (AMES) Tripos should be held in person with priority given to those taking papers for Part IA and Part II if capacity was limited. Members noted that if possible there should be alignment with students taking similar papers for the Modern and Medieval Languages and Linguistics Tripos, for which the Committee had agreed exams should be held in person. The Committee declined to approve the contingency plan for exams with online invigilation and asked the Faculty to revise its proposal, given that it remained unclear if online proctoring would be available. It was suggested that the Faculty might wish to note that some language exams had added a commentary section to the paper to mitigate the risk of academic misconduct..

**Action:** Officers and the representative of the School of Arts and Humanities to bring a revised contingency plan for the AMES Tripos beginners' language papers for the Committee's approval.

##### **b) School of Biological Sciences**

The Committee **agreed** that

- the Psychology and Behavioural Studies Tripos exams would be timed online exams
- the Natural Sciences Tripos biological papers should mostly be timed online exams; a problem-based biochemistry paper for Part II would be an in-person exam, and its contingency plan would be a time limited online exam
- the Natural Sciences Tripos pathology exam would be prepared as a practical exam, and its contingency plan would be an online practical

- the exams for the Medical and Veterinary Sciences Tripos would be held as in-person exams to meet the Royal College of Veterinary Surgeons' (RCVS) requirements for proctored professional exams; this requirement meant that there was no contingency plan and it was agreed that the Department of Veterinary Medicine would continue to work with the RCVS to find a solution. Some in-person exams would be held online with devices in a proctored location.
- **Action:** Officers and the representative of the School of Biological Sciences to work with the Department of Veterinary Medicine to identify an appropriate contingency plan for Veterinary Sciences Tripos papers.

### c) School of Clinical Medicine

The Committee noted the experience of the School in delivering in-person online exams in recent months and its recommendation that printed copies of papers should be available for contingency purposes. The School continued to develop proposals for clinical exams, some of which had complex requirements involving vulnerable patients.

**Action:** Officers and the representative of the School of Clinical Medicine to bring further detail of the proposed clinical exams and its contingency plans for the Committee's approval.

### d) School of the Humanities and Social Sciences

The Committee noted that

- the Education Tripos exams would be held online except for two papers related to drama production and theatre practice which would be held in-person. The proposals would be considered by Chair's action when contingency plans were available.

**Action:** Officers and the representative of the School of the Humanities and Social Sciences to bring contingency plans for these Education Tripos papers for consideration by Chair's action.

### e) School of Physical Sciences

The Committee **agreed** that

- the Natural Sciences Tripos physics papers would be held in-person, except for Part IA, with a contingency plan for timed online exams of three and two hours, and with a preference for online proctoring if subsequently agreed
- the Natural Sciences Tripos chemistry papers would be held as timed online exams for Part IA
- the Mathematics Tripos papers would be held in-person, with a contingency plan for timed online exams and with a preference for online proctoring if subsequently agreed.

The Committee **agreed** in principle that the Natural Sciences Tripos Earth Sciences exams would include five in-person practicals, but that a contingency plan must be approved by the Committee.

**Action:** Officers and the representative of the School of Physical Sciences to bring contingency plans for NST Earth Sciences practicals for the Committee's approval.

## **f) School of Technology**

The Committee **agreed** in principle a further small number of in-person exams for the School's MPhil programmes but that contingency plans must be approved by the Committee.

**Action:** Officers and the representative of the School of Technology to bring contingency plans for MPhil exams for the Committee's approval.

### **555.3.1.2     Interim report on the Online Proctoring Project**

The Committee received an interim report on the feasibility using of online proctoring in Easter term 2020-21 (**E6285**). Online proctoring services generally either used live camera feeds or used artificial intelligence to track students' eye movements. A number of Faculties and Departments had made a strong argument for online proctoring should they be required to hold their exams online for problem-based papers, and it was understood that it would help address students' concerns about the security of the exams process. It was **agreed** that maths and physics exams in January would provide an opportunity to pilot online proctoring given that the relevant cohort were no longer in residence. The Committee also **agreed** it should receive a more defined proposal at the next meeting.

**Action:** Officers to continue defining the available options and to pilot online proctoring in exams in January 2021.

### **555.3.1.3     Examination delivery 2020-21**

The Committee consider further proposals related to the delivery of examinations in 2020-21 (**E6286**). Upon discussion, the Committee **agreed** that where exams are held within Faculties and Departments, they should submit a Covid risk assessment; that exam start times may differ from the norm; and that the number of exams per venue may be reduced.

Members considered the mechanism for moving from Plan A assessments to contingency Plan B, noting that the timeframes would depend on assessment type and whether re-timetabling was necessary. It was recommended that all exams should be placed on Moodle for contingency purposes if possible. The Committee **agreed** that the start times for online exams should be staggered to manage Moodle load and better distribute UIS staff support, and that if contingency plans to move in-person exams to online exams are enacted, the Exams Office should review the timetable.

The Committee agreed an approach to timed online examinations, and welcomed the proposed model for managing breaches of permitted time but noted that students might systematically take advantage of the extra 10-minute upload window to continue writing without penalty. The Committee asked to receive a further revised version of the model at a later meeting. The 'next steps' also proposed in the paper were approved and it was agreed that it should form the basis of a general exams communication to Faculties, Departments and students.

**Action:** Officers to present a revised model for managing breaches of timed online exams at a later meeting.

**Action:** Officers to develop a general exams communication to Faculties, Departments and students based on the paper.

### **555.3.2      Foundation Year admissions proposal**

The Committee considered the proposed principles of admission to the Foundation Year Programme (**E6287**). The course, an Undergraduate Certificate in Higher Education in Arts, Humanities and Social Sciences, is due to launch in January 2021 with the first cohort of students matriculating in Michaelmas 2022. The Committee considered and was reassured that while not all applicant markers would apply to mature students, the use of UCAS tariff points would ensure the programme was sufficiently accessible to them.

The Committee **agreed** the principles of admission to the Foundation Year programme, and the proposed model for students' eligibility.

### **555.3.3      Skills survey and action plan**

The Access and Participation Plan specified a review of skills provision during 2019-20 in order to develop a new strategy for academic, employability and life skills. The Committee received a draft strategy, developed by an Advisory Group, and which was also subject to approval at the Senior Tutors' Committee (**E6288**). The strategy would be developed iteratively and reviewed annually.

The Committee agreed with the premise that knowledge and skills were dependent but that the term 'skills' was a broad concept that could be further defined, with further discussion of employability skills and academic skills. It was also agreed that the strategy should cover both sub-degree students and postgraduate-taught students. A number of Schools already provided support for students' skills development at postgraduate level and it was suggested that the strategy should incorporate how those resources could be developed.

**Action:** CCTL officers to revise the draft strategy in response to the Committee's comments.

### **555.3.4      Office for Students Coronavirus monitoring and reporting**

The Committee noted a letter from the Office for Students (OfS) to universities to inform them that they can expect the OfS to contact them should they change from the Department of Education's coronavirus management tier 3 to tier 4 (**E6288a**). The Committee considered how the University would inform students of any changes to teaching that could result from changing tier and noted that some universities had not needed to make changes to teaching provision even though they had changed tier, since much depended on local circumstances and the advice of local health officials. The Committee agreed that staff and students would welcome greater clarity on how teaching might differ in each tier.

**Action:** Officers to ensure that further guidance is issued to staff and students on the relationship between Covid management tiers and teaching arrangements.

## **555.4        Business items**

### **555.4.1        Proposals from Institute of Continuing Education (ICE)**

The Committee considered proposals from ICE to change programme delivery for 2020-21 and 2021-22 (**E6289**). It noted that ICE was already receiving queries from students about whether they would be required to travel to Cambridge for study in Lent and Easter term in 2021, and it was the Institute's intention that it would provide in person-teaching to those who preferred it. Students who continued to learn online would be the first to graduate with an online-only MSt from the University. There were reservations about the adequacy of online resources available to non-matriculated students and it was agreed that ICE should work with Cambridge University Library to confirm appropriate materials and access. The Committee **agreed** that all postgraduate programmes offered by ICE should provide students with the option for fully remote study during 2020-21 only.

The Institute also proposed that its undergraduate programmes should be taught both online and in person in 2021-22, with students able to study entirely by either means or switch between the two. The Committee **agreed** to the proposals on the proviso that it should receive monitoring reports about the quality of provision.

**Action:** EQPO officers to agree an appropriate monitoring report format and frequency with ICE for undergraduate programmes in 2021-22.

## **555.4.2        PGR supervisors**

### **555.4.2.1        Proposal for Supervisor Training Working Group**

The Committee considered proposals for the creation of a Working Group to investigate internal and external requirements for PGR supervisor training as recommended by a recent internal audit, and to recommend models for delivery (**E6290**). The Group would explore how other universities train supervisors, and develop a set of options for the University. The new Postgraduate Committee had agreed to support the working group.

The Committee **approved** the proposals for a Supervisor Training working group reporting to the Postgraduate Committee and **agreed** it should consider the working group's final proposals.

### **555.4.2.2        Guidance for Degree Committees**

The Committee received revised guidance for Degree Committees updated following the recent review of governance arrangements for postgraduate students and in light of the internal audit in PGR supervision (**E6291**). The changes related to student supervisor ratios, contact and reporting.



The Committee **approved** the revised sections of the guidance

#### **555.4.3      Guidance for Undergraduate Exams**

The Committee considered updates to the Guide for Undergraduate Exams in response to a requests from the Office of the Independent Adjudicator following a complaint that revealed irregular retention of exam data and a record of exam processes (**E6292**).

While the Committee appreciated that suggestion that the 'guide' could become requirements, it declined the proposal because the guide had been intended to have a different function.

The Committee advised that it welcomed clarification on data retention requirements but asked for further specificity about the records to be created and retained. It was suggested that a University-wide exam-data retention policy might be welcomed. Data retention should continue to focus on maintaining records of the exam process, and less so records of academic judgement. Members noted that the Guide's suggestions that examiners place a mark on each page of a script was inappropriate for online exams and would welcome further guidance on this.

Members **agreed** to a minor update to the Guide that departmental responses to external examiner reports should be provided to Exams and Assessment Committee for oversight, instead of to GBEC.

**Action:** Officers to further revise the Guide and recirculate it to members for sign-off.

#### **555.4.4      Time limits on the availability of recorded lectures**

The Committee received a paper from the Teaching, Learning and Assessment 2020-21 Working Group discussing the appropriateness of time-limiting the availability of recorded lectures (**E6293**). Members acknowledged the desire of a minority of Faculties and Departments to limit availability to lectures to encourage students to pace their learning across the term, but agreed strongly with the principle that learning resources should be appropriately accessible.

The Committee **agreed** that recordings should be assumed to be available for the whole year, save if the Faculty or Department determined to limit availability for a minimum of a term and two additional weeks.

**Action:** Officers in EQPO should inform Faculties and Departments, encouraging those with any concerns to provide advice and support to students on pacing their studies.

#### **555.4.5      Guardian University Guide 2021**

The Committee determined that the Participation Data Advisory Group (PDAG) should provide detailed advice on the results of the Guardian University Guide 2021 (**E6294**).

**Action:** Officers in EQPO to gather advice from PDAG on the Guardian University Guide 2021.

**555.4.6      Academic Standards and Enhancement Committee Revised Terms of Reference**

The Committee **approved** the revised terms of reference for the Academic Standards and Enhancement Committee (**E6295**).

**555.5              Minutes of other committees**

**555.5.1          Foundation Year project board**

The Committee noted the minutes of the Foundation Year project board held on 15 July, 16 September, and 12 October 2020 (**E6296a-c**).

**555.5.2          Postgraduate Committee**

The minutes of the Postgraduate Committee held on 13 October 2020 were not yet available and would be presented to the next meeting.

**555.5.3          Academic Standards and Enhancement Committee**

The minutes of the Academic Standards and Enhancement Committee held on 13 October 2020 were not yet available and would be presented to the next meeting.

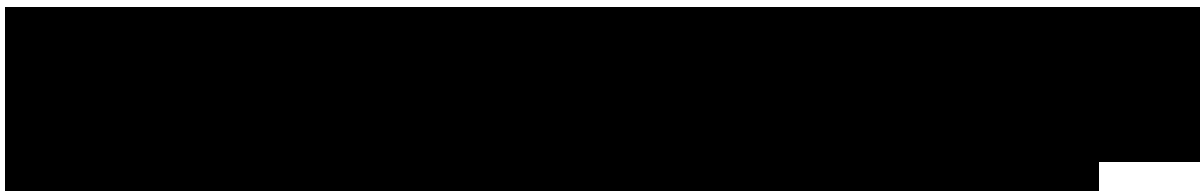
**Date of Next Meeting**

The next meeting of the Committee will be on 19 November 2020.

## General Board of the Faculties

### Education Committee

A meeting of this Committee was held at 14.00 on Wednesday 18<sup>th</sup> November 2020, via Zoom.



#### **Declarations of interest**

No declarations were made.

#### **556.1 Minutes**

The minutes of the meeting held on 21 October 2020 were approved with amendments to clarify that Item 555.3.1.1 related to the Physical and Natural Science Tripos. It was agreed that the model for managing breaches, as detailed in Item 5.5.5.3.1.3, would be re-circulated to the Committee.

##### **556.1.1\*\*\*Matters arising**

Items since last meeting agreed by circulation or Chair's action

##### Postgraduate Certificate in Sustainable Business

The Chair approved a request for the second and final residential period for the Postgraduate Certificate in Sustainable Business to be delivered wholly online for 2020-21. This period was scheduled for late November and inappropriate given lockdown conditions.

##### Proposals for assessment 2020/21

Contingency arrangements for the following examinations were approved by either Chair's or Officers' action:

- AMES Tripos beginners' language papers
- Veterinary Science Tripos papers
- Education Tripos
- NST Earth Sciences practical exams

##### **556.1.3 Chair's report**

### Student workload

The Chair referred to discussions with Cambridge Student Union about student workload. The Student Union has voiced concerns about the impact of the pandemic on students' mental health and capacity to work and have requested greater flexibility with regards to workload and submission deadlines. The Committee recognised that Colleges are already providing support to students. [REDACTED] agreed to discuss this with Senior Tutors and representatives from Schools agreed to reflect on whether localised communications would be helpful.

#### **Action:**

- (i) [REDACTED] to refer this matter to the Senior Tutors
- (ii) School representatives to reflect on the need for School level communications.

### OfS consultation

The Chair reported that the OfS has very recently published plans for a significant consultation about assessment of quality, which includes a proposal to change a number of conditions of OfS registration. As the deadline for submission of a response is before its next meeting, the Committee agreed to consider a draft response by electronic circulation. The consultation and its outcome will inform the Committee's work, including in relation to Learning and Teaching Reviews. [REDACTED] highlighted the need for part-time and mature students to be considered in the consultation response.

### **556.2 Starred items**

The Committee approved the starred items.

### **556.3 Strategic discussion**

#### **556.3.1 Teaching and Assessment 2020-21**

##### **556.3.1.1 Proposal for an Online Proctoring pilot**

The Committee considered a report on online proctoring and recommendations made therein (E6297). The Committee noted that where in-person exams are scheduled, any decision to move to online examinations (Plan B) will be made by the COVID Gold Team, taking account of a change in tier, which in turn will be made in consultation with PHE. The Gold Team recognises the need for a lead time to implement Plan B arrangements. As things stand, the in-person examinations for Physics scheduled to take place in mid-January will take place, although the Gold Team will review this in early January if necessary.

The Committee approved the proposals to trial online proctoring solutions for the Maths PtIII/MAst and formative Engineering examinations in January 2021 (E6298A and 6298B), noting the need for resource in UIS to be available to support the trials.

The Committee agreed to review the results of the trials and consider further use of online proctoring solutions at its meeting in February 2021.

#### **556.3.1.2**     Proposal for revised modes of assessment for 2020/2021

Following concerns raised by the Disability Resource Centre, the Committee revisited the framework for assessment for 2020/21. These concerns involve the use of open book examinations lasting 3 or 6 hours, as all students taking these examinations will have the same amount of time with no additional time provided to disabled students. It was recognised that a large number of examinations this year are expected to be 6 hour examinations and students are likely already to have been informed of the mode of examination. After much discussion, the Committee agreed the following:

- (i) 3 and 6 hour open book examinations will remain.
- (ii) Students who need additional time will be given it. For 3 hour examinations the additional time window will be 5 hours and for 6 hour examinations the additional time window will be 9 hours.
- (iii) Students who are given additional time can apply for an alternative mode of assessment if they feel unable to take the examination within the extended time window.

████████ commented that a nine hour window would extend beyond the opening hours of the Moodle helpdesk. A similar issue was raised about the availability of the helpdesk to support examination activity over weekends and on bank holidays. ██████ agreed to take this forward with UIS.

**Action:**        ██████ to liaise with UIS regarding availability of Moodle support

#### **556.3.1.3**     Academic misconduct

The Committee supported a proposal to review current policy and process relating to academic misconduct in the light of changes to modes of assessment in 2020/21.

**Action:**        the Education Quality and Policy team to conduct the review.

#### **556.3.1.4**     Consideration of arrangements for captioning for online lectures

The Remote Teaching Learning and Assessment Working Group referred a number of matters relating to captioning for online lectures to the Committee, seeking a definitive position on the use of captioning (E6301). It was recognised that some students, particularly students with disabilities, might benefit from captioning, and this was already being provided to some students by the DRC. However, the system used to capture the captions, Panopto, is very limited, often resulting in captions that are inaccurate. Some academic members of the Committee voiced unhappiness with the low quality of the captions; the Committee was clear in its view that academic staff should not be expected to review and correct captions.

The Committee held a long discussion but was not able to reach a unanimous conclusion as to whether captioning should be mandatory for all online lectures. Through a vote the Committee decided that captioning should not be made mandatory, and that lecturers should be free to decide whether to use the captioning software.

The Committee also agreed that the wider use of software which provides captions to individual students, currently being trialled through the Disability Resource Centre, should be explored.

**Action:** [REDACTED] to investigate wider use of the individual caption software.

#### **556.3.2**      Strategic review of mental health services across the Collegiate University

The Vice-Chancellor has commissioned a strategic review of mental health provision to consider what services should be available and how those services should be made available (E6302). The Committee agreed to nominate [REDACTED] to represent the Committee on the Steering Group overseeing the review. Following a question from [REDACTED], the Chair confirmed that non-matriculated students were outside the scope of the review.

### **556.4**   Business items

#### **556.4.1**      Approval and recommendation to General Board of a Master's in Architecture

For its part, the Committee approved the establishment of a Master's in Architecture, to replace the current MPhil in Architecture and Urban Design (E6303), and agreed to recommend this to the General Board, noting that this would bring the University in line with other provision within the sector.

#### **556.4.2**      Approval and recommendation to General Board of a Certificate in Higher Education in Pre-Medical Studies

The Committee considered a proposal for the establishment of a Certificate in Pre-medical Studies (E6305). Although supportive in principle, members asked for assurance that students taking the course will be eligible for admission to the University's MB programme, and will be eligible to receive funds from the Student Loan Company for both programmes. The Committee agreed to approve the proposal subject to confirmation of these matters.

**556.4.3**      Changes to the external quality assurance of degree apprenticeship  
[REDACTED] gave a brief report on the impact of changes to the regulatory oversight of apprenticeships, which now come under the remit of Ofsted, and agreed to provide a more detailed plan at the next meeting.

#### **556.4.4**      Proposal to move to online course delivery from the Cambridge Institute for Sustainability Leadership

The Committee approved a proposal from the Cambridge Institute for Sustainability Leadership to move to online course delivery for 2020/2021, noting that if possible some elements of the MSt might also be held in person (E6307).

#### **556.4.5**      Guidance for undergraduate exams

The Committee considered further revisions to the Guidance for undergraduate Exams, taking account of feedback provided at the previous meeting (E6308). Members agreed that further clarity was needed about the expectations for Faculty Boards on annotated scripts and retention of materials containing commentary on

academic judgement. Recognising that the revision of the guidance follows a recommendation from the Office of the Independent Adjudicator (OIA), to which a response is required, the Committee agreed to ask the Head of the Education Policy and Quality Office to respond to the OIA and to consider the guidance again at its next meeting.

**Action:** [REDACTED] to prepare a response to the OIA

**556.4.6**      Student Skills Project: Strategy and Action plan

The Committee approved the strategy and action plan (E6309) and noted the establishment of a Working Group.

**556.4.7**      Proposal to extend pause LTR until 30/9/2022

[REDACTED] outlined the proposal from the Academic Standards and Enhancement Committee to extend the pause in Learning and Teaching Reviews. Consultation with Faculties and Departments was impacted by the pandemic, and the pause will allow a full consultation to take place, taking account of necessary changes in place this year. In the meantime the Academic Standards and Enhancement Committee will continue to monitor quality, primarily through review of External Examiner reports. The Committee approved the proposal.

**556.4.8**      Admissions and Outreach Review

The Committee received an interim report on the review of undergraduate admissions and outreach (E6311).

**556.4.9**      \*\*\* Office for Students' Business Plan 2020-21

The Committee noted the Office for Students' Business Plan 2020/2021 (E6312).

**556.4.10**      \*\*\* National Student Survey – review response

The Committee noted the University's response to a recent review of the National Student Survey (E6313).

**556.4.11**      \*\*\* Changes to student immigration matters

The Committee noted the update on student immigration provided by the International Student Office (E6314).

**556.4.12**      \*\*\* Amendment to DRC recording agreement

The Committee approved an addition to the recording agreement, to enable courses to seek explicit consent if required (E6315).

**556.4.13**      \*\*\* NST Annual Report

The Committee noted the Annual Report from the Committee of Management for the National Sciences Tripos (E6316).

**556.4.14**      \*\*\* Changes to Statutes and Ordinances

The Committee approved changes to the regulations for the Diploma in Theology and the Ministry, Modern and Medieval Languages, History and Modern Languages and Linguistics Triposes (E6317).

## **556.5\*\*\*Minutes of other committees**

### **556.5.1      Senior Tutors' Committee**

The Committee noted the unconfirmed minutes from the meeting of the Senior Tutors' Committee on 30 October 2020 **(E6318)**.

### **556.5.2      Academic Standards and Enhancement Committee**

The Committee noted the unconfirmed minutes from the meeting of the Academic Standards and Enhancement Committee on 14 October 2020 **(E6319)**.

### **556.5.3      Postgraduate Committee**

The Committee noted the unconfirmed minutes from the meeting of the Postgraduate Committee on 13 October 2020 **(E6320)**.

### **556.5.4      Postgraduate Admissions Committee**

The Committee noted the unconfirmed minutes from the meeting of the Postgraduate Admissions Committee on 14 October 2020 and revised Terms of Reference for this Committee **(E6321)** and approved the revised Terms of Reference for the Postgraduate Admissions Committee are circulated for approval **(E6322)**.

### **556.5.5      Strategic Working Group on Access and Participation**

The Committee noted the unconfirmed minutes from the meeting of the Strategic Working Group on Access and Participation meeting on 6 October 2020 **(E6323)**.

### **556.5.6      Undergraduate Admissions Committee**

The Committee noted the unconfirmed minutes from the meeting of the Undergraduate Admissions Committee meeting on 5 October 2020 **(E6324)**.

## **556.6 Any other business**

### **556.6.1      Students leaving Cambridge for the winter break**

██████ queried the application of the recent Department for Education guidance about travel during the winter break on in-person laboratory teaching scheduled to take place in December. The Chair confirmed that all in-person teaching must stop on 9<sup>th</sup> December 2020, and alternative arrangements for the laboratory teaching will need to be made. It was noted that the position of PGCE and Veterinary students on placement had not yet been confirmed.

### **556.6.2      Arrangements for remote study during Lent Term 2021 for PGR students.**

The Chair reported that three Schools have requested greater flexibility of current rules to allow PGR students to study remotely (work away) if they do not need to be in Cambridge. Guidance is being prepared and further consultation with Schools and Colleges will follow.

### **Date of Next Meeting**

The next meeting of the Committee will be on Wednesday 3 February 2021 at 2pm.



## General Board of the Faculties

### Education Committee

A meeting of this Committee was held at 14.00 on Wednesday 3 February 2021, via Zoom.

#### **Declarations of interest**

No declarations were made.

#### **557.1      Minutes**

The minutes of the meeting held on 18 November 2020 were approved.

#### **557.1.1      Matters arising**

The Committee noted the reported business:

Officer action: change to the length of four pre-clinical Veterinary Sciences examinations to restore the “normal” examination length. Proposed by the School of Biological Sciences, endorsed by [REDACTED], confirmed by [REDACTED].

Coursework assessments for the optional *British Psychological Society* accreditation in the Faculty of Education’s *MPhil/MEd Psychology and Education* pathway endorsed by [REDACTED] approved by [REDACTED] on behalf of the Committee.

#### **557.1.2      Chair’s report**

##### GBEC membership

The Chair welcomed [REDACTED] to the Committee as the new representative of the School of Clinical Medicine, and noted the Committee’s thanks to [REDACTED] for her significant contribution to the Committee. The Chair congratulated [REDACTED] on their renewed appointment to the Committee and congratulated [REDACTED] on his appointment to the Academic Standards and Enhancement Committee.

##### Items agreed by correspondence and Chair’s action

The Chair noted that members had approved the introduction of a ‘No Detriment’ policy for final year Tripos students of Modern and Medieval Languages and Linguistics (MMLL), and of Asian and Middle Eastern Studies (AMES) because of the availability of classed marks from the year prior to their year abroad.

The Chair had approved via Chair’s action in-person vivas for the two students of the Diploma in Conservation of Easel Paintings.

Updated Department for Education guidance on *Students returning to, and starting higher education, in Spring Term 2021*

The Chair advised members that the Department for Education had recently reissued its guidance which advised universities that very few students should return before 8 March and that it remained the Government's advice that the movement of students to higher education institutions should be kept to a minimum. The management of the possible return of students from 8 March was being considered. The University continued to consider options for the return of students in Easter Term and was considering whether students might have the option to remain away from Cambridge.

**557.2            Starred items**

The Committee approved the starred items.

## **557.3            Strategic discussion**

### **557.3.1            Assessment 2020-21**

The Committee reviewed the proposed package of mitigation measures on which Schools, student representatives and central offices had recently been consulted (E6325). The proposed measures were endorsed, with further clarity being provided about aspects of the cohort equity proposal – that boundaries would be altered if only the mark profile is lower than in previous years and that greater flexibility will be afforded to Examiners of small student cohorts. The Committee **agreed** to allow Faculties and Departments to consider discounting marks, provided the student passed the assessment. The proposal for dropping marks, petitioned by the representatives of the Students' Union, was not endorsed on the grounds that it might impact on students meeting learning objectives. It was agreed that other measures could be used to address concerns about student workload.

The need for clear communication to Faculties, Departments and students was understood. It was **agreed** that a paper detailing the package of measures will be circulated to Faculties and Departments early the following week, and communication to students will follow. A clear message around the no detriment policy for students on the AMES and MMLL Triposes will also be provided.

Members considered proposals to change the Framework for Assessment 2020-21 to enable exams to take place in Easter Term (E6326). The changes were necessary to accommodate students who may not return to Cambridge and who may need to sit their exams from other time zones. As such, there would likely be an increase in the number of exams held within a 24 hour window. Points to consider included whether there should be a single release time for exams, or whether they should be staggered to support Moodle; whether students could sit exams on consecutive days if both used 24 hour windows; and whether the exam timetable might be extended into early July, with finalists prioritised for scheduling purposes.

The Committee **approved** the proposals. Members expressed a preference not to defer any exams until September. They noted the importance of supporting Moodle stability by holding the exams to an established set of procedures. The Committee agreed to defer taking a view on whether in-person exams should be cancelled and be held remotely until guidance from the Government became clearer on the likelihood of students being able to return to residence. While holding exams in-person might be done in Covid-secure ways, it remained important to continue to observe the Government guidance on the movement of students. Members agreed that it may be necessary to hold a further meeting after the anticipated further government announcement on 22 February.

#### *Online Proctoring Pilot*

The Committee received a report detailing the online proctoring pilot conducted by the Faculty of Mathematics and the Faculty of Physics and Chemistry (E6327). The pilot had been regarded as successful and feedback from students generally positive. One lesson learned was that the number of invigilators required for large cohorts was substantial: further use of online proctoring would possibly require financial support from the central University. The Committee noted that online proctoring could not be integrated with Moodle and that control of exams using this method would be devolved to faculties and departments. While useful, online proctoring should be considered a short-term solution only.

Given the limited amount of support available, the Committee **agreed** that only subjects that had taken part in the pilot or had been approved to assess in person would be permitted to use online proctoring during the Easter Term examination period, excepting the Department of Veterinary Medicine whose accrediting body recommends online proctoring.

### **557.3.2**      University Risk Register

The Committee received updates to the University Risk Register on risks related to education (**E6328**) and members were invited to send comments to [REDACTED].

### **557.3.3**      Matters from the Joint Working Group on Size and Shape

The Committee received an update on discussions relating to residency requirements for part-time postgraduate courses, and proposals for a review of the quality of postgraduate taught courses (E6329).

#### *Residency requirements for part-time postgraduate courses*

The Committee noted the work of previous groups, including the *Residency Requirements Working Group*, in developing the approach outlined in the paper. The paper proposed to distinguish between groups of postgraduate part-time students, such as those who currently commute to teaching (such as the MEd students) and those who attend weekend residentials. The paper proposed that the former might not require a residency requirement, while there might be a range of options for the latter. It was clear that encouraging student engagement with the wider Cambridge community was critical.

The Committee agreed that this was an important area of work. However, it was agreed that a reframing of the issues towards student and educational needs was required. The Committee considered that the current proposals did not emphasise the importance of part-time postgraduate courses, nor their breadth and their significance the University's widening participation agenda. It was noted that a more fundamental review of the issues, in the context of the changes to education and learning which had taken place due to Covid-19, might inform further discussions, and the distinction between residency and attendance was also highlighted. It was **agreed** that the Chair and [REDACTED] should take the issue forward with a small group of Committee members.

#### *Review of the quality of postgraduate taught courses*

The Committee noted that a review of the quality of postgraduate taught courses would be undertaken which would review a range of course-level information (from admissions to attrition). While important, the Committee noted that it could not be a priority at present, and that work would begin on the review in the future. The Committee **endorsed** the review of the quality of postgraduate taught courses.

### **557.4**      Business items

#### **557.4.1**      Global Executive MBA

The Committee received a proposal from the Cambridge Judge Business School to provide a Global Executive Masters of Business Administration to be taught in both Cambridge and China (E6330). The proposal had been significantly revised from earlier versions, and represented a 50/50 delivery model on both sides. Both the Senior Tutors' Standing Committee on Education and the Academic Standards and Enhancement Committee had approved the proposals, but with both bodies highlighting issues around the amount of travel and its implication for both environmental sustainability and feasibility in times of travel restrictions, such as the pandemic. However, it was considered that this was the best current model to establish meaningful residency, and that there was no desire at this time to hold back the establishment of the programme. The Committee **agreed** that the Business School

should reflect on the impact of the level of movement, and be permitted to consider evolution in line with University changes in due course.

The Committee **approved** the proposal to introduce the Global Executive MBA pathway.

#### **557.4.2**      Proposals for University-wide student surveys

The Committee noted that the University's three-year contract with i-graduate for use of the Student Barometer survey has expired and was asked to advise on proposals for surveys which it may use (E6331). The Committee **agreed** that under the present circumstances, a pulse survey, similar to the one used in Michaelmas Term, would be the best option for this year.

#### **557.4.3**      Michaelmas Term Pulse survey results

The Committee received the quantitative and interim qualitative results of the Michaelmas Pulse survey (E6332). The Committee noted that, despite the relatively low response rate, the results are mostly encouraging and that the free-text comments could be useful in addressing some concerns. The Committee also heard that the comments summary and the quantitative results will be disseminated to Faculties and Departments.

#### **557.4.4**      Cambridge University Medical Education Group

The Committee considered a proposal for Cambridge University Medical Education Group (CUMEG) to work in partnership with Sunway University on the design of its medical degree curriculum (E6333). CUMEG has not yet begun negotiations with Sunway University on the terms of the agreement. CUMEG sought to understand what GBEC might consider permissible. Members welcomed the proposals with the possible licensed use of the CUMEG logo on course literature but raised concerns about the potential use of it on Sunway University degree certificates which might be misinterpreted as being a joint degree. On this basis the Committee declined to approve the proposals.

#### **557.4.5**      International Recruitment Strategy

The Committee received a draft copy of an International Recruitment Strategy (E6334) and members were invited to send comments to the Chair or [REDACTED].

#### **557.4.6**      Changes to the Guide on Examinations Data, Records, and Scripts

The Committee received a series of options for the retention of notes of academic judgement and an overview of practice in the sector (E6335). Members **agreed** to send feedback by correspondence and asked to receive recommendations at the next meeting.

#### **557.4.7**      Course length policy

The Committee received a draft course length policy (E6336) outlining how published course length should be calculated, and specific cases which may affect that calculation. Consistency of course length is necessary for the University's Tier 4 visa licence. While supportive of the principles in the policy, the Committee noted that implementation may

prove difficult for some subjects, and requested that Officers support Faculties and Departments in making course amendments. The Committee **approved** the policy, noting the comment above.

#### **557.4.8**      Safety Net report

The Committee noted a report on the use of the assessment safety net in 2019-20 in response to the Covid-19 pandemic (E6337). It recognised the noteworthy increase in the number of students receiving a first class or upper second.

#### **557.4.9**      External regulation update

Members received and noted a significant number of external policy developments from both the Government and the regulator (E6338). The committee welcomed the announcement that the Government has abandoned its proposals for the Teaching Excellence Framework to be applied at subject level, but noted that proposals for monitoring subject-level data had featured in the recent Office for Students' (OfS) consultation on quality assurance. The OfS had also asked all universities to review their compliance with consumer law which would form the basis of a report which officers would prepare for University Council. The Committee noted that the OfS had relaunched its arrangements for students to make 'Notifications' directly to the OfS

#### **557.4.10**      Changes to Statutes and Ordinances

The Committee approved the changes to Statutes and Ordinances (E6339).

#### **557.5**      Minutes of other committees

##### **557.5.1**      Examination and Assessment Committee

The Committee noted the confirmed minutes of the Examinations and Assessment Committee on 28 October (E6340).

##### **557.5.2**      Doctoral Training Partnerships Committee

The Committee noted the unconfirmed minutes of the Doctoral Training Partnerships Committee on 11 November 2020 (E6341).

##### **557.5.3**      Undergraduate Admissions Committee

The Committee noted the unconfirmed minutes of the Undergraduate Admissions Committee on 16 November 2020 (E6342).

##### **557.5.4**      Participation Data Advisory Group

The Committee noted the unconfirmed minutes of the Participation Data Advisory Group meeting on 20 November 2020 (E6343). The Committee noted:

- the low ranking of Medicine, Veterinary Science, Music, History and English in the Guardian University Guide

- that the University has dropped in rankings in the Industry and Income section of the Times Higher Education World University Rankings.

The Committee was also asked to clarify and support expectations of who would be available to support the evaluation of student data in Faculties and Departments and asked for a description of what will be required of each Faculty before considering it. The Committee, however, made it clear that this is not currently a priority.

**557.5.5**      Board of Executive and Professional Education

The Committee noted the unconfirmed minutes of the Board of Executive and Professional Education of 26 November 2020 (E6344).

**557.5.6**      Senior Tutors' Committee

The Committee noted the unconfirmed minutes of the Senior Tutors' Committee on 27 November 2020 (E6345).

**557.5.7**      Health and Wellbeing Committee

The Committee noted the unconfirmed minutes of the Health and Wellbeing Committee on 4 December 2020 (E6346).

**Date of Next Meeting**

14.00 Wednesday 10 March 2021

## General Board of the Faculties

### Education Committee

A meeting of this Committee was held at 10.00 on Wednesday 10 March 2021, via Zoom.

[REDACTED]

[REDACTED]

#### **Declarations of interest**

No declarations were made.

#### **558.1      Minutes**

The minutes of the meeting held on 3 February 2021 were approved (**E6347**).

#### **Matters arising**

##### **Assessment 2020/21**

Following the Committee's approval of a revised framework for assessment for 2020/21 (Minute 557.3.1) and taking account of Government guidance on COVID-19, Faculties and Departments submitted alternative assessment proposals. Where necessary these were approved by the Chair on behalf of the Committee (**E6348**). Changes that did not require the Committee's approval were approved by the Education Quality and Policy Office (EQPO).

#### **Reported business**

##### **Items since last meeting agreed by circulation or Chair's action**

On behalf of the Committee, the Chair and [REDACTED] endorsed changes to the Final MB which were made to reduce the number of times students would be brought together for in-person examinations. The School of Clinical Medicine had consulted widely with the General Medical Council, external examiners, other UK medical schools and the student body, as well as with EQPO and the Exams Office.

On behalf of the Committee, [REDACTED] exceptionally approved the use of Zoom as an invigilation tool for the Lent term professionally accredited examinations in the Veterinary Sciences Tripos.



## **Chair's report**

Students on certain courses were permitted to return in March and more will return in April. Further Government guidance is expected after Easter which may inform future plans on the return of students for in-person teaching. Students are permitted to return home for one trip over the Easter vacation. Students who wish to travel overseas cannot rely on University testing but will need to arrange officially recognised testing. Further messaging about international travel will be provided via Colleges shortly.

The University libraries are starting to make bookable study spaces available.

### **558.2      Starred items**

The Committee approved the starred items.

### **558.3      Strategic discussion**

#### **558.3.1      Education Provision in 2021/22**

██████████ introduced this item. The situation for 2021/22 is not yet clear but it is likely that international travel will still be restricted and social distancing measures may well remain in place. There is also a possibility of repeated waves of infection.

The Committee agreed that planning should take place on a termly basis with contingency plans made for in-person arrangements if possible. It is likely that large scale in-person lectures will not be possible in Michaelmas Term; guidance on use of education space will be updated to reflect current thinking on social distancing and ventilation.

Concerns remain about education provision for students who are unable to travel to Cambridge and the impact of social distancing measures on students taking courses which require use of particular facilities, such as laboratories. These will need to be factored into plans and it may be necessary to prioritise courses with practical components.

Guidance will be drafted by EQPO and circulated to the Committee for review before being distributed to Faculties and Departments during Easter term.

#### **558.3.2      Framework for assessment 2021/2022**

██████████ provided an update on the work of the Examinations and Assessment Committee (EAC) on diversification of assessment and its impact on narrowing awarding gaps. He explained how the work of the Committee dovetailed with that of Cambridge Centre for Teaching and Learning and with various groups working towards the University's Access and Participation Plan goals for 2025 relating to awarding gaps.

██████ introduced the draft framework within which the options for assessment in 2021-22 were set out. In the longer term, amendments to the Statutes and Ordinances and strengthening of the wider infrastructure supporting assessment may be required; the framework will facilitate a transition period. There continue to be concerns within the University Information Service about the stability, performance, and configuration of the Moodle platform. The timeline during which assessment plans will be submitted and approved has not yet been confirmed.

The Committee welcomed the work of EAC, offered broad support to the framework, and noted that following a consultation period a final version of the framework would be submitted for approval by GBEC in April 2021.

### 558.3.3 Monitoring and Review

#### 558.3.3.1 Education Monitoring and Review

The Committee agreed that an extension of the current pause in the *Learning and Teaching Review* process should be mitigated by a light-touch and risk-based interim monitoring and review process.

The Committee reviewed a proposed interim process (**E6350**) to replace the *Learning and Teaching Review* and *Annual Programme Review* processes, recommended by the Academic Standards and Enhancement Committee (ASEC). The process is a reflective exercise grounded in annual review of a well-defined body of data, and would be implemented formally from Michaelmas 2022 with optional piloting from Michaelmas 2021. Deeper-dive enhanced monitoring would be enacted after triggers, reflecting concerns or risks in the data or reflective exercise. The process would be led in partnership between EQPO and Schools and tied to the annual planning round. Targeted consultation was taken with some departments, which welcomed the proposal.

ASEC anticipates that the interim process would in time become the standard and replace the *Learning and Teaching Review* process in full; the interim process will be less burdensome and provide more effective, timely support for departmental development. Ultimately the process could take place biennially. Providing appropriate follow-up actions within a reasonable timescale will be essential to make the process meaningful and effective.

The Committee agreed that training for student representatives as outlined in the paper would need further development. Officers will work with Sabbatical Officers to develop this, along with guidance on how best to incorporate student feedback as part of the review process.

Whilst supporting the data-rich model, the Committee noted concerns about the administrative support required and the risk of shifting resource burden onto the Schools. Further work will take place to outline the most effective and least burdensome process, noting that this may vary by School. The Committee welcomed the opportunity to delve more deeply and reflectively into thematic issues across the institution, embedded within planning processes. The risk of reactive,

rather than proactive, enhancement was noted but the Committee did not believe it outweighed the wider benefits.

**The Committee approved the interim process, to take effect from Michaelmas Term 2022. Volunteers will be sought for piloting during 2021/22.**

### 3.3.2 Exceptional monitoring and review exercise

The Committee received a proposal (**E6351**) for EQPO to undertake an exceptional desk-based review of academic quality and standards during 2019/20, in place of the *Annual Programme Review* exercise. This recognises that many decisions made during the year were taken after detailed institutional oversight and extensive dialogue between Faculties, Departments and EQPO. The process would be light-touch and provide an audit trail along with reassurance in the actions taken, in preparation for the interim process described in 3.3.1 above. Discussion took place about seeking feedback from student representatives to be included in this exercise. Ultimately it was agreed this was not appropriate because of the need to collect and parse such data, adding to the resource burden, as well as risking a mixed economy where some responses were provided and others not; in particular it would be impossible to incorporate 1-year course feedback in this way. Student survey data would be included, both from national and pulse surveys.

**The Committee agreed to implement the review exercise for 2019/20.**

## 558.4 Business items

### 558.4.1 Academic Integrity

The Committee was invited to discuss the draft guidance for Faculties and Departments on managing issues related to academic integrity in online or revised assessment methods (**E6352**).

It was reported that the guidance responded to queries and concerns raised by Faculties and Departments. The light-touch guidance included prompts to support Faculties and Departments in reflecting on their academic integrity policies and communication with students.

The Committee welcomed the paper and noted the plans for further work including reviewing the operational aspects of Turnitin.

The Committee **approved** the *Academic integrity and misconduct in digital delivery of assessment* guidance.

### 558.4.2 Consumer Compliance review

The Committee received a paper (**E6353**) providing the Stage 1 report of a consumer compliance review conducted following the request from the Office for Students that universities should review how they conducted their compliance activities in Michaelmas Term 2020. The Stage 1 review found that at an institutional level, the University was compliant with consumer protection requirements but, since

there was lower satisfaction among students regarding their access to physical resources, this would justify a Stage 2 sampling review of certain Faculties and Departments. The Committee welcomed the report and the direction of the review which would be presented to the University Council.

#### 558.4.3 Proposals for University-wide student surveys 2021-22

The Committee received paper **(E6354)** which presented available options for University-wide surveys from 2021-2022 onwards. The Committee heard that from the list of surveys reported, PTES and PRES would be the recommended ones to run in conjunction with the compulsory NSS.

#### **The Committee agreed to run PTES and PRES with effect from 2021-22**

#### 558.4.4 Pulse survey student comments analysis and updated quantitative results

The Committee received the full analysis of the student comments of the Michaelmas Pulse survey **(E6355)** and an updated document of the quantitative analysis **(E6356)**. The Committee noted that the comments analysis includes some themes that have been highlighted through other surveys/groups as well and it is hoped that its dissemination to Faculties and Departments would be helpful.

#### 558.4.5 Progression models

The Committee received a framework for the adoption of a progression model for flexible courses **(E6357)**. The framework was supported by ASEC. The framework chosen is a stacked model, in which each component course stacks into a larger whole. Only Cambridge credit will be involved in the creation of these courses, in whole-course units only to ensure coherent exit awards from the flexible stack.

It was reported that there would be no implications for courses which already had a progression structure but all new progression courses would be expected to use the approved model. The Committee noted an area of concern around the fee calculation, which would see a student who studied flexibly through a progression structure pay more than a student who registered for and completed a Master's degree in the standard route.

The Committee agreed that the progression model should be **approved** and the issue relating to the overall fee should be referred to Fees Sub-Committee of the Planning and Resources Committee for **discussion**.

#### 558.4.6 Data retention guidelines

The Committee received recommendations for the retention of notes of academic judgement **(E6358)**, informed by the recommendations following the outcome of a complaint to the Office of the Independent Adjudicator (OIA), the advice of the University's information compliance officer, and a review of practice at other Russell

Group Institutions. Members noted that the proposed change to the retention of notes of academic judgement enhanced the 'auditability' of the assessment process which was important for bodies like the OIA in its work to verify that assessment has been conducted appropriately to inform their review of student cases, and noted too that exam records retention was the focus of a further case from Cambridge currently being considered by the OIA. The proposed retention period was 'a duration determined at the discretion of the Faculty or Department but taking into account the need to retain records for exam reviews (which can be requested for up to 28 days after results are released).'

Members discussed the options to either change the policy to get ahead of any further judgement from the OIA, or to defer the decision until the OIA issues its judgement. Members agreed to **approve** the revised guidance subject to it being edited to be consistent and clear in its expectation, and that this should be verified by Chair's action. The Committee also **agreed** that the Guidance should be scheduled for review in a year's time.

#### 558.4.7 STEM Smart Programme Proposal

provided an overview of the proposed pilot STEM Smart Programme, designed to widen participation in STEM by providing students from underrepresented schools and backgrounds an opportunity to gain key skills and experience in order to strengthen their University applications. The programme, which will be led by the School of the Physical Sciences with support from the Schools of the Biological Sciences and Technology, aims to start in January 2022. It is anticipated that around 750 students will start the programme and around 200 will complete it. The programme will provide useful context as and when a foundation year in STEM is developed.

The Committee endorsed the proposal and gave its support to endeavours to confirm ongoing funding. It was recognised that such a programme might lend itself to philanthropic funding. Some Colleges are supporting the programme by providing free accommodation for residential periods.

#### 558.4.8 Update on Online Proctoring Pilot

An update report on the pilot was received (**E6360**).

#### 558.4.9 Foundation Year Management Committee

The Committee approved the Terms of Reference of the Foundation Year Management Committee (**E6361**).

### 558.5 Minutes of other committees

#### 558.5.1 Senior Tutors' Committee

The Committee noted the unconfirmed minutes from the meeting of the Senior Tutors' Committee on 12 February 2021 (**E6362**).

#### 558.5.2 Examinations and Assessment Committee

The Committee noted the confirmed minutes from the meetings of the Examinations and Assessment Committee on 25 November 2020 **(E6363)** and 23 February 2021 **(E6364)**.

558.5.3 Academic Standards and Enhancement Committee

The Committee noted the unconfirmed minutes from the meeting of the Academic Standards and Enhancement Committee on 10 February 2021 **(E6365)**.

558.5.4 Postgraduate Committee

The Committee noted the unconfirmed minutes from the meeting of the Postgraduate Committee on 26 January 2021 **(E6366)**.

558.5.5 Postgraduate Admissions Committee

The Committee noted the unconfirmed minutes from the meeting of the Postgraduate Admissions Committee on 11 February 2021 **(E6367)**.

558.5.6 Doctoral Training Programmes Committee

The Committee noted the unconfirmed minutes from the meeting of the Postgraduate Admissions Committee on 17 February 2021 **(E6368)**.

558.5.7 Student Support Initiative Steering Group

The Committee noted the unconfirmed minutes from the meeting of the Student Support Initiative Steering Group (previously Strategic Working Group on Access and Participation) meeting on 1 December 2020 **(E6369)** and 25 January 2021 **(E6370)**.

558.5.8 Undergraduate Admissions Committee

The Committee noted the unconfirmed minutes from the meeting of the Undergraduate Admissions Committee meeting on 1 February 2021 **(E6371)**.

558.5.9 Board of Executive and Professional Education

The Committee noted the unconfirmed minutes from the meeting of the Board of Executive and Professional Education on 25<sup>th</sup> February 2021 **(E6372)**.

**Date of Next Meeting**

14.00 Friday 16 April 2021

## General Board of the Faculties

### Education Committee

A meeting of this Committee was held at 14.00 on Friday 16 April 2021, via Zoom.



#### **Declarations of interest**

No declarations were made.

#### **559.1 Minutes**

The minutes of the meeting held on 10 March 2021 were approved (**E6373**).

##### **559.1.1 Matters arising**

###### Minute 558.4.1, March 2021: Academic Integrity

Since the last meeting, some minor changes had been made to the process for requesting Turnitin access. Officers continued to work with the Office for Student Conduct, Complaints and Appeals (OSCCA) on this policy area and implications for student cases, noting that some minor revisions to the policy on use of Turnitin might be needed for 21-22 alongside some minor changes to the terms and conditions for use of the University's Turnitin licence, about which the committee would be kept informed.

##### **559.1.2 Reported business**

It was reported that approval had been given by Chair's Action to suspend recruitment to the *Advanced Diploma in Research Theory and Practice in English (Engineering or Business Management)* run by the Institute of Continuing Education for one year. No offers of places had been made before the suspension.

##### **559.1.3 Chair's report**

###### Return of students

The Department for Education had published guidance on the return of students to universities after Easter which only differed minimally to guidance provided in January. The Chair noted that the University shared the frustration of others at its inability to make in-person teaching available to all students until at least the 17th of May 2021. All students that already had permission to receive in person teaching would continue to receive it and some additional students had been given permission to return since they fell within the definition of

practical and practice-based subjects. Any students that wanted to return would be expected to contact their College to do so if they were able to meet the criteria for returning based upon their health or needing access to study space or facilities.

### Gravity Assist

The Office for Students has circulated to universities a copy of its Gravity Assist report which summarised a survey on the shift to technology enabled learning during the pandemic. The report identifies six actions that universities should consider taking. The Committee would receive a paper for the next meeting on how the University might respond.

## **559.2        Starred items**

The Committee approved the starred items.

## **559.3        Strategic discussion**

### **559.3.1        Framework for assessment 2021/2022**

The Committee received a draft framework for assessment for all taught students for 2021/22 which intended to support the diversification of assessment and maintain for a further year some of the forms of exams being hosted on Moodle (**E6374**). The Committee noted that there have been several changes on the document based on consultation feedback. The Committee discussed the framework and the following points were raised:

- That the Framework was not designed to enable programmes to cease delivering papers set out in their ordinances on a temporary basis. It was centred on assessment.
- That the 6-hour exam window was not retained as an option owing to concerns about equality implications.
- Concern was raised about the deadline by which departments must specify their modes of assessment for next year. They may be able to respond by the end of August but not any earlier.
- That exams held within a 3 hour window could facilitate allowances for disabled students.
- Whether small cohorts would be allowed to have in person online invigilated exams. The Committee noted that this required further discussion as there could be issues, with ventilation, noise, and both electrical and internet load.
- Concern was raised that the Framework prohibited different formats of assessment other than the ones proposed (p.34). It was agreed that the Framework should not preclude other modes if they were workable (e.g., students taking in person invigilated exams who then scan and send their papers).
- More clarity was needed about the word count and consequences of exceeding it (p.5).
- Whether the timetable for implementation of the Framework should indicate when contingency plans should be provided.
- Concern as to how Faculties/Departments will support students if they have unreliable internet.
- That within the 3-hour window 1-hour exams (and other variants) were allowed.
- Clarification as to what would be allowed in terms of setting exam start and end times.



It was also agreed that a way of managing suggestions for assessment formats not explicitly covered by the framework would need to be found. Notwithstanding this, it was **agreed** to support the framework in principle subject to amplifying and clarifying the points mentioned above. A marked-up version would be circulated to the Committee with answers/clarification for final approval.

#### **559.4            Business items**

##### **559. 4.1            Assessment matters**

###### **559.4.1.1            COVID-19 Statement on University transcripts**

The Committee considered whether a statement referring to the pandemic should be included on transcripts for 2020/21 (**E6375**). A statement had been added to transcripts last year and was a useful means of helping those reading the transcripts to contextualise the results. It was **agreed** that a statement should be added this year that was generic but should refer to a little detail, and link to a University webpage where further information could be found.

###### **559.4.1.2            Guidance on Impact Statements for Taught Students**

Assessment arrangements agreed at the meeting in February included the option for students to submit impact statements alongside dissertation, project or coursework on the impact of lockdown on their access to resources. The Committee considered draft guidance for taught students on these impact statements (**E6376**).

Members noted that there was some difficulty where assessment had already taken place without impact statements and where accommodations for the impact on students had been made. Some argued that the package of assessment mitigation made impact statements unnecessary, but there was an overriding concern about the unevenness with which students had access to resources, based on whether they were in Cambridge or not. Impact statements would go some way to mitigate the risk of equality issues being ignored and related complaints given that academic judgement sometimes involved judging how students have used and critically appraised sources and resources available to them.

The Committee **agreed** with the principle of impact statements but asked for some changes to the guidance. It advised that wording that implied maintaining a case-by-case record of how the impact statement had affected a mark should be removed since a record at cohort level should be sufficient and that it was important to record that the impact statement had been considered as part of the assessment process. The Committee further agreed that the guidance on impact statements should expect students to observe a word limit in their statements. It asked that a further version of the guidance should be circulated to members with tracked changes.

##### **559.4.2            Postgraduate matters**

###### **559.4.2.1            Part-time postgraduate research study**

The Postgraduate Committee and the Postgraduate Admissions Committee recommended that part-time study should become an option for all postgraduate research (PGR) programmes from 2023 (**E6377**). Exceptions could be made only for courses that contained components (such as fieldwork) which would not be workable under that model. Introducing part-time options would contribute to equality of opportunity.

The proposal was well received, and the Chair of the Postgraduate Committee noted that the recommendation aligned with UKRI expectations and the University's widening participation

goals. The Committee noted that there would be implications for colleges (particularly those that are postgraduate-only) and that Senior Tutors should be consulted more widely, and it agreed the recommendations should be shared with the Graduate Tutors' Committee and the Senior Tutors' Committee. The Committee agreed that a blanket exemption for Departments covering their entire offerings would be inappropriate and courses should be considered individually.

The Committee **endorsed** the recommendation and agreed that it should be referred to colleges.

#### 559.4.2.2 Postgraduate research supervisor training

A report from the Postgraduate Committee on PGR supervisor training recommended that new supervisor training becomes mandatory, existing online resources enhanced and a framework for local training developed (**E6378**). The Chair of the Postgraduate Committee noted the significance of the initiative, the importance of the supervisory relationship to students, and thanked the Working Group. The Committee acknowledged that the internal audit had recommended training became mandatory and it considered how much should be mandatory, the proportion that would be provided centrally and resource implications. Existing online resources would be further developed and the framework proposed central and local training. Resource had been identified for an additional post in the Cambridge Centre for Teaching and Learning and the existing Working Group would continue to meet to further this work. Under the proposed training model, central training (including Equality and Diversity training and Prevent training) would be mandatory for new supervisors who would be asked to self-confirm that they had completed it.

Members considered whether Prevent training should become mandatory for all existing supervisors. The internal audit clearly recommended it should be and therefore it had been included within the proposal, although this gave rise to some ethical concerns about Prevent and might encounter resistance from some staff. The Committee noted that the University had put forward robust criticism of the Prevent duty in its response to the ongoing review of Prevent and the Committee agreed to discuss Prevent training as an element of supervisory training separately.

Members noted that local training was likely to be most helpful to new supervisors as it would be tailored to their discipline and processes, and that local training would have resource implications for Faculties and Departments. Members also noted that interest in refresher training for existing supervisors might be low; and that it should be clarified whether new supervisors needed to have completed the training before taking on students or whether it was sufficient to have arrangements in place to take the training.

The Committee broadly **endorsed** the recommendations on PGR supervisor training.

#### 559.4.3 Consumer Compliance review

the University Council (**E6379**). It noted that the review's methodology had some similarity to others in the sector that had since been published. Members noted the ongoing importance of providing students with accurate information about their courses both in principle and given the highly regulated nature of course information, and noted that it would need to consider if any information already given to offer-holders would need to be changed before the next academic year.

#### 559.4.4 Updates from the Office for Student Conduct, Complaints and Appeals

##### 559.4.4.1 Report and Support

The Head of OSCCA provided a briefing on its new Report and Support function (**E6380**) which would enable users to make reports in a user-friendly way, without requiring any

personal details from those reporting. It would also enable OSCCA to provide tailored guidance to those reporting and would enhance its analytical capacity. The Committee noted that it's Health and Wellbeing sub-Committee would monitor the pilot use of the tool, and agreed that GBEC should be kept informed about its implementation at a high level.

#### **559.4.4.2      OSCCA Annual Report**

The Committee noted the OSCCA Annual Report for 2019-20, particularly the analysis presented for the first time on cases relating to black, Asian and minority ethnic students. **(E6381)**.

#### **559.4.5      Disability Resource Centre Annual Report**

The Committee noted the Disability Resource Centre annual report for 2019-20 **(E6382)**.

#### **559.4.6      Chemical Engineering and Biotechnology Tripos reform**

The Committee approved a recommendation from the Academic Standards and Enhancement Committee for the reform of the Chemical Engineering Tripos from October 2023, to form a new Chemical Engineering and Biotechnology Tripos **(E6383)**. The new course will have direct entry to the Tripos in a four-year structure: Part IA/IB/II/III.

#### **559.4.7      Changes to Statutes and Ordinances**

The Committee approved a recommendation from the Postgraduate Committee for changes to the Ordinances relating to the Master of Philosophy by Thesis: Special Regulations, Biological Science **(E6384)**.

### **559.5      Minutes of other committees**

#### **559.5.1      Examinations and Assessment Committee**

The Committee noted the unconfirmed minutes of the Examinations and Assessment Committee of 3 March 2021 **(E6385)**.

#### **559.5.2      Senior Tutors' Committee**

The Committee noted the unconfirmed minutes of the Senior Tutors' Committee of 12 March 2021 **(E6386)**.

#### **559.5.3      Undergraduate Admissions Committee**

The Committee noted the unconfirmed minutes of the Undergraduate Admissions Committee meeting of 15 March 2021 **(E6387)**.

#### **559.5.4      Health and Wellbeing Committee**

The Committee noted the unconfirmed minutes of the Health and Wellbeing Committee of 19 March 2021 **(E6388)**.

#### **559.5.5      Academic Standards and Enhancement Committee**

The Committee did not receive the unconfirmed minutes of the Academic Standards and Enhancement Committee of 24 March 2021 which had been marked as to follow and would be presented to the next meeting.

### **Date of Next Meeting**

14.00 Wednesday 19 May 2021

**General Board of the Faculties****Education Committee**

A meeting of this Committee was held at 14.00 on Wednesday 19 May 2021, via Zoom.

**Declarations of interest**

No declarations were made.

**560.1 Minutes**

The minutes of the meeting held on 16 April 2021 were approved **(E6388)**.

**560.1.1 Matters arising**

It was reported that approval had been given via electronic circulation to the Framework for Assessment for 2021/2022.

The Chair had approved the use of Zoom as a contingency for the clinical veterinary programme in cases where students cannot attend an in-person examination due to being required to self-isolate.

**560.1.2 Chair's report****Framework for Assessment 2021/22**

The framework was approved by the General Board and will be included in the University Reporter and circulated to Faculties and Departments via the Bulletin later this week.

**Queen's Speech**

The recent Queen's speech included proposals for two new pieces of legislation, relating to Freedom of Speech and Post-16 Skills. The University and the Students' Union plan to jointly lobby Parliamentarians regarding the Freedom of Speech legislation and the University will also engage more publicly through the Russell Group. The content of the Post-16 Skills Bill is not yet known.

#### Form and Conduct Notices

In a change from usual practice, Form and Conduct Notices will not be published in the Reporter for the rest of this academic year. A Notice to this effect will appear in the Reporter later this week and Faculties and Departments will be asked to include this information on their websites.

#### In-person examinations

Covid Gold has authorised in-person exams taking place as previously agreed. There is a risk however that Government guidance changes making in-person exams impossible. Faculties and Departments are asked to bear in mind the need for a lead time of two weeks to transfer from in-person to wholly online examinations.

#### Admissions statistics

The University has recently published admissions statistics for undergraduate entry in 2020 which shows all relevant targets have been met or exceeded.

### **560.2 Starred items**

The Committee approved the starred items.

### **560.3 Strategic discussion**

#### **560.3.1 Teaching and Learning 2021/2022**

The Committee received a draft guidance document on plans for teaching and learning in Michaelmas 2021 (**E6389**). The guidance was considered by Covid Gold, which did not express any concerns, and will be considered by the Senior Tutors' Committee later this week. The guidance is broadly in line with that issued by other Russell Group institutions and with guidance recently published by UUK as regards the need for contingency planning.

#### Residence and exemptions

The expectation for full-time matriculated students to be in residence, subject to limited exceptions, was endorsed. Students with increased susceptibility to infectious disease and who have not been vaccinated, and students who are unable to attend due to travel restrictions may be permitted to study remotely. Discussions are taking place regarding the possibility of students who need to quarantine (including those from red list countries) being able to do so in College accommodation. There is also a possibility that international students could be vaccinated upon entry to the UK although this is the subject of continued discussion with the Government. The Committee discussed whether the cost of travel should be a consideration in students studying remotely, noting the likely impact on

available hardship funding if a large volume of applications is made to support high travel costs. [REDACTED] agreed to take this forward outside of the meeting.

The Committee agreed that the same approach should be used for managing applications for remote study as was in place for 2020/21. Further guidance will be provided in due course.

#### In-person/online lectures

The Committee agreed that, whilst the aim should be for all teaching to be in – person if at all possible, the prevailing public health situation is likely to mean that most lectures will need to be recorded. Faculties and Departments will need to determine the feasibility of in-person practical and lab teaching subject to risk assessments and dependent on prevailing social distancing requirements.

#### Induction and Freshers events

Arrangements for induction, freshers and refreshers events (for current first year students) will be considered by the Senior Tutors' Committee.

#### Staggered start

The Committee recalled that a staggered start to Michaelmas term was not needed last year as arrangements were managed by Colleges. It was agreed to adopt the same approach this year unless a staggered start is a Government requirement.

#### Recorded lectures

The Committee agreed that recorded lectures from last year could be re-used if the lecturer wished, unless lecturers were of the view that the technical quality of the lecture was inadequate or the subject matter had changed. The importance of continued interaction with students was agreed and colleagues should be encouraged to consider the value of recorded material as a way of enhancing in-person teaching. Guidance is being drafted by CCTL and the TEL Service. The Chair and [REDACTED] agreed to raise with the Programme Board for Education Space the need for technical facilities to allow recording of lectures as they are being delivered in person. The Committee agreed on the need for clarity regarding payments to non-UTOs for re-use of pre-recorded material. This will be considered further and guidance on the re-use of recorded lectures would be prepared.

#### Online courses

The Committee endorsed the proposal that non-matriculated and non-degree courses could be delivered wholly online in 2021/2022. This aligns with its earlier decision to allow undergraduate non-matriculated courses delivered by the Institute for Continuing Education to be delivered online for next year.

#### 560.3.2 The future of assessment

[REDACTED], Chair of the Examinations and Assessment Committee (EAC) introduced an overview of the Future of Assessment Programme which consisted of three projects relating to the Framework for Assessment 2021-22, Diversifying Assessment and Assessment Infrastructure (**E6390**).

He explained that diversified approaches to assessment could contribute to closing awarding gaps amongst different groups. The Examination and Assessment Committee will act as a form of project board, meeting regularly, monitoring progress and providing advocacy and sponsorship.

██████████ outlined two areas of risk: lack of resource and lack of engagement. He was keen to stress that colleagues should not be overly stretched by the work the programme will entail and agreed to report back to GBEC if that became the case. With regard to the second point, the EAC terms of reference are being amended in order to introduce new members who would be proactive in liaising with faculties and departments.

██████████ confirmed that all permanent programme changes will continue to undergo scrutiny by the relevant committees through the ordinary processes.

The Committee approved the programme.

### 560.3.3 Proposal for the introduction of a reading week.

██████████ (Undergraduate President for Cambridge Students' Union) presented a proposal for term dates to be altered to include a mid-term reading week (E6391). The proposal intended to address the issues faced by students including loneliness, compressed terms, high workload, quick successions of deadlines and feeling unable to closely engage with academic work due to time pressures.

██████████ extended his thanks to ██████████ for their constructive comments ahead of the meeting.

██████████ indicated a number of benefits of a reading week:

- Both staff and students would have a break in term time;
- Incoming cohorts disadvantaged by disruption caused by the pandemic would also benefit from the new structure.
- Students would be able to engage more closely with extracurricular activities and provide opportunities for the development of soft skills.

██████████ noted a concern that Faculties and Departments might fill the space created by a reading week and suggested that this Committee could monitor changes to courses to ensure the time was protected for staff and students. In closing, ██████████ suggested that bold solutions were required to improve the wellbeing of staff and students given that previous recommendations had yielded minimal results.

The Chair invited the Committee to comment on the proposal and consider routes forward. ██████████ was supportive of the initiative and what it aimed to address but cautioned that this would be a significant reform that would change University business. Concerns were raised about protections being ignored and the reading week being filled as this would create a higher workload and a longer term. ██████████ noted that the proposal offered a blanket approach and that organising on a local level could be more effective and had been well received in his own Department. Heads of School had been largely in favour of the proposal but

concerns had been raised that any adjustment would be more complicated for courses that need access to labs. Some committee members noted their own positive experiences with reading weeks as both staff and students, citing the impact it had on mental health and wellbeing as a particular benefit. [REDACTED] noted that moving the start of term earlier and the end of term back would have an impact on scheduling (including the arrival of PhD students). [REDACTED] noted that research time was already squeezed and the University should be mindful of the pressure that would be placed on academic staff. The Committee queried the timing of this work and suggested that the introduction of post-qualification admissions might require further consideration of term structure. A trial in a small number of Faculties and Departments could help inform any larger decision and [REDACTED] suggested that smaller changes (such as no lectures on a Saturday) could also be effective. [REDACTED] requested that operations be involved in any further conversations.

The Committee agreed to set up a working group to discuss the implications of the proposals.

#### 560.4 **Business items**

##### 560.4.1 **Matters relating to apprenticeships**

The Committee received a proposal prepared by the Director of the Institute of Continuing Education to apply for the University to become a registered End Point Assessment Organisation. The Committee noted that this is a requirement of the Education and Skills Funding Agency for institutions which offer or wish to offer integrated apprenticeships, such as the MSt Architecture Apprenticeship (**E6392**). The Committee approved the proposal.

The Committee was also invited to consider the risk analysis and recommendations relating to the recent transfer of quality oversight to Ofsted (**E6393**). The Committee approved the recommendations.

##### 560.4.2 **MPhil Residence Requirements**

The Committee approved the proposed change to the regulations for the MPhil degrees to allow greater flexibility for students to spend time away from Cambridge where this is a mandatory or expected part of their course (**E6394**). Taking account of concerns that this will lead to increased numbers of students spending time away from Cambridge, the Committee asked the Postgraduate Committee to monitor the number of applications to work away over the next year.

##### 560.4.3 **Exam data retention guide**

The Committee received a further draft of the guide that had been amended to require examiners to place a mark on scripts which would provide a means of ensuring that there was contemporaneous evidence of assessment for audit purposes (**E6395**). Members considered other practice, such as the use of mark sheets, and agreed that the guide should not specify the format of contemporaneous evidence but should provide examples. The Committee also agreed that marking digital scripts would be an acceptable practice. In acknowledgement of concerns that



exams had already started, it was agreed that the Guide would be implemented from 2021/22 onwards. It remains unclear whether the Office of the Independent Adjudicator will require examiners' personal notes to be retained, and it was agreed that until this was clarified it should not be an expectation within the University.

#### 560.4.4 OfS Gravity assist letter and response

██████████, Technology-Enabled Learning (TEL) Service, attended to speak to this item. The Office for Students has written to all providers in light of its review of the pivot to digital teaching and learning during the pandemic. While not representing regulatory guidance, it recommends six core components of successful digital teaching and learning and prompts institutions to use these components in reflecting on their provision and future strategy (**E6396**). Discussion took place around each of the six themes, as well as the current workplan for the TEL Service (**E6397**). The Committee was supportive of the current direction of travel and had no further comments or queries on proposed actions. ██████████ was invited to the next meeting to discuss continued development of the TEL Service.

#### 560.4.5 Changes to Statutes and Ordinances

The Committee approved the proposed changes to Statutes and Ordinances (**E6398**).

#### 560.4.6 Proposal to extend the Law exchange programme

The Committee approved the proposal to add partner institutions outside of Europe to the year abroad exchange programme in Law, made in response to the institution no longer being eligible to participate in the ERASMUS scheme (**E6399**). The proposal was recently endorsed by the Senior Tutors' Education Committee.

#### 560.4.7 Update on the application for the Turing Scheme

The Committee noted an update on the application for the Turing Scheme, a new scheme established to support student mobility (**E6400**). The results of the University's application will be known in July 2021.

#### 560.4.8 Annual Report from the Study Away Risk Assessment Committee

The Committee is noted the annual report from the Study Away Risk Assessment Committee (**E6401**).

### 560.5 Minutes of other committees

#### 560.5.1 Senior Tutors' Committee

The Committee noted the unconfirmed minutes from the meeting of the Senior Tutors' Committee on 12 March 2021 (**E6402**).

#### 560.5.2 Academic Standards and Enhancement Committee

The Committee noted the confirmed minutes from the meeting of the Academic Standards and Enhancement Committee on 24 March 2021 (**E6403**).

#### 560.5.3 Postgraduate Committee

The Committee noted the confirmed minutes from the meeting of the Postgraduate Committee on 9 March 2021 **(E6404)** and the unconfirmed minutes from the meeting on 4 May 2021 **(E6405)**.

560.5.4      Examinations and Assessment Committee

The Committee noted the unconfirmed minutes from the meeting of the Examinations and Assessment Committee on 29 April 2021 **(E6406)**.

**Date of Next Meeting**

14.00 Wednesday 30 June 2021

**General Board of the Faculties****Education Committee**

A meeting of this Committee was held at 14.00 on Wednesday 30 June 2021, via Zoom.

**Declarations of interest****561.1      Minutes**

The minutes of the meeting held on 19 May 2021 were approved subject to a revision to minute 560.4.2.

**Matters arising**

Items since last meeting agreed by circulation or Chair's action

- Approval of the AMES/MML Part II safety net being extended to 2021-22 to cover students who intermitted in 2020-21.

**Chair's report**

- - i. The Chair reported the publication of case studies collated by UUK ([support-for-new-students-case-studies.pdf](https://www.universitiesuk.ac.uk/support-for-new-students-case-studies.pdf) ([universitiesuk.ac.uk](https://www.universitiesuk.ac.uk))) relating to the transition of students from school to university, and the impact of learning loss related to the pandemic. Universities have some responsibility to assist in this transition and, as well as Cambridge being included in the case studies it is useful to see what other universities are doing. Committee members are requested to disseminate the link to colleges and faculties and departments.

- ii. The Chair reported that this meeting would be the last attended by [REDACTED] of the Education Quality and Policy Office, whom he thanked. He also offered sincere thanks to the outgoing Student Union representatives, [REDACTED] [REDACTED] for their thoughtful and positive contributions over the last year.
- iii. The Framework for Assessment for 2021-22 and 24hr exams. The Chair reported that he had become aware of concerns around the impact of 24hr exams from Senior Tutors and others. Some students preferred them, but others either felt under pressure, or put themselves under pressure to work for much longer than the recommended 3 hrs. While the 24hr option would remain available for 2021-22 the Committee agreed that further consideration should be given to whether other options might be made available, for example 6hr or 8hr windows.
- iv. UUK Statement of Intent on Grade Inflation. In June 2019 GBEC agreed to a piece of work in response to the UUK Statement of Intent on Grade Inflation in order to understand more about awarding and examination practice in the University alongside analysis of exam data. This work was paused in March 2020 because of Covid but emerging exam data shows some grade inflation, some quite significant, so it is prudent to resume this work. This will be done over the summer by the Education Quality and Policy Office.
- v. Education Monitoring and Review. The Chair gave an update on the implementation of the new system of review. The immediate next steps are:
  - a. A meeting with the Schools of Arts and Humanities and Clinical Medicine, and with the Institute of Continuing Education.
  - b. To agree the pilot departments (ideally one from each School).
  - c. To meet with colleagues working on the future of Strategic Research Reviews for greater clarity on how the two processes will run side by side.
  - d. To develop the operational side, including managing the data.
- vi. The Chair reported that the Teaching and Learning Easter Term Survey had recently been circulated to students; results will be reported to the Committee.

## **561.2      Starred items**

The Committee approved the starred items.

### 561.3 Strategic discussion

#### 561.3.1 Arrangements for teaching and learning in Michaelmas Term 2021

The Committee held a brief discussion on arrangements for Michaelmas Term noting that planning should assume that some social distancing arrangements would be in place in the Autumn. Faculties and Departments will receive revised guidance on making arrangements for teaching next term and the use of teaching space shortly.

The Committee heard that it will be difficult to provide definite guidance for next year to Faculties and Departments as we will not have an announcement from the Government regarding this until at least 12 July. Planning for in-person teaching should be with 1 metre social distancing in mind. The Committee also heard that the guidance is predicated on Faculties and Departments following the additional guidance on teaching safety and that risk assessment will be an ongoing risk assessment and that the teaching space guidance will be actively kept under review. The Committee was also asked to note that Faculties and Departments should be aware that there will not be central support for hybrid teaching and that no final decision has been made on testing yet.

#### 561.3.2 Residence requirements for part-time students

A brief discussion on residency requirements for part-time matriculated students took place, with the Committee noting that work in this area had necessarily been placed on hold due to COVID-19. The Committee **agreed** to the recommendations proposed by the Residency Requirements Review Group in the paper (**E6411**) pending further consultation and reconfirmed the need for students who are not resident in Cambridge throughout the academic year to be able to engage with their College. It was suggested that current part-time students be consulted as part of the ongoing work in this area. The Secretary of the STC expressed concern on behalf of the Colleges on the matter of part-time matriculated postgraduates, especially in light of the current discussions about an increase in their numbers and the extension of the part-time option to all postgraduate courses where this is compatible with their nature, as well as the connection with possible non-residential courses (such as the Global EMBA). Part-time postgraduates are as much of a commitment to college resources as full-time postgraduates; moreover, discussion on residence requirements for them and other postgraduate courses is likely to impact in the character of the Collegiate University as a residential institution. The Chair thanked [REDACTED] for her work as Chair of the Residency Requirements Review Group.

The Committee also **agreed** a residence period of around 45 days per year for part-time postgraduate research students, clarifying that this should be an expectation and not a requirement.

#### 561.3.3 Proposal for a new Design Tripos

The Committee received a proposal from the Faculty of Architecture and History of Art for a new 4-year degree course in design leading to the award of a Master of

Design degree. The new course was intended to start from October 2024. The draft Report and relevant minute from the Academic Standards and Enhancement Committee were received as papers (**E6413**) and (**E6414**).

The Committee welcomed the proposal, agreed that it was an exciting development, and thanked colleagues who had contributed to the development of the course.

The Committee noted the careful discussion of the Academic Standards and Enhancement Committee (ASEC), and the other University and College committees which had reviewed the proposal. ASEC had drawn the Committee's attention to concerns around the space needed to deliver the course. The Committee noted that there were ongoing broader discussions about the use of the University's teaching estate, and the Committee also recorded concerns around the risk to the course if appropriate teaching space was not available. The Committee agreed that the current wording in the draft Report around the use of the James Dyson Building should be amended.

The Committee, for its part, **endorsed** the Design Tripos to the General Board for discussion and approval, noting the Committee's concerns about space.

#### **561.4        Business items**

##### **561.4.1        Education Tripos reform**

Major modifications to the Education Tripos with effect from October 2023 were received as paper **E6415**. The modifications would provide greater flexibility to students in developing specialisms. The Committee also received the relevant minute of the Academic Standards and Enhancement Committee (ASEC), and revised Tripos regulations.

The Committee thanked the Faculty of Education, and [REDACTED] who led the original Tripos review, for all their work on the revisions. The Committee noted the work of ASEC and the Education Quality and Policy Office in supporting the drafting of the new regulations.

The revised Tripos would be simpler and more streamlined in structure. This would increase student choice and decrease staff workload. The Committee noted the discussion at ASEC and ASEC's support for the revised Tripos.

The Committee, for its part, **endorsed** the modification of the Education Tripos to the General Board for discussion and approval.

##### **561.4.2        Monitoring academic engagement for student visa holders**

In light of a recent change in Home Office requirements the Committee was asked to approve proposals for monitoring academic engagement of students on student visas (**E6416**).

The Committee **approved** the proposals but **noted** that further work is needed to encourage improved submission rates using the Postgraduate Feedback and Reporting System.

#### 561.4.3 Matters relating to the Institute of Continuing Education (ICE)

##### 561.4.3.1 edX expansion request

The Committee was asked to approve proposals to continue the use of edX and to expand its use to new MSt programmes (**E6417**). Members noted the news that edX had recently been sold to a for-profit entity which had the potential to affect its partnership with the University which should continue to be monitored and kept under review. The Committee approved specifically that ICE could continue to deliver the MicroMasters in Writing for Performance and Entertainment Industries to 2025, and that the Academic Standards and Enhancement Committee should have delegated authority to approve the embedding of a MicroMasters module into non-matriculated courses. This should, however, be kept under review by GBEC.

##### 561.4.3.2 Proposal to continue remote delivery of ICE non-matriculated undergraduate and postgraduate

Members noted the need to confirm the delivery mode for these programmes to inform recruitment materials (**E6418**). The Committee approved the continuation of remote delivery for ICE non-matriculated UG and PG courses for 2022-23.

#### 561.4.4 CSU Report on the Effectiveness of the Academic Representative System

A report on the effectiveness of student representatives had been circulated. [REDACTED] presented the findings.

The report was informed by discussions with student representatives and some written feedback. It revealed that some student representatives perceive that baseline standards are not being met. The report raised concerns including a lack of shared understanding of the Academic Representative role, communication and workload. It was suggested that a set of standards should be mutually agreed between faculties/departments and CSU, and that a review of the student representative role should happen over the Long Vacation of 2021.

The Committee endorsed the report and supported further work involving EQPO and CCTL.

#### 561.4.5 Review of Hardship Funding

[REDACTED] presented the results of a recent review on hardship funding (**E6420**) and the recommendations contained therein. Two recommendations were key: the increase of Chest funding to reduce the reliance on non-recurrent sources of funds, and streamlining of the application process. The latter point was noted as critical for improved student experience and parallels similar work in scholarship funding, although it was noted that this would require significant work and investment to achieve.

For its part, the Committee warmly endorsed the recommendations in the report and enthusiastically commended them to the Planning and Resources Committee. The Committee further extended its thanks to all members of the Hardship Committee for their work and commitment to improvement.

561.4.6      Review of the Terms of Reference of the Committee and sub-committees

561.4.6.1      GBEC Terms of Reference

The Committee approved changes to the Terms of Reference to include a Deputy Chair (**E6421**). The changes were subject to approval at General Board.

561.4.6.2      \*\*\*Terms of reference for the Examinations and Assessment Committee

The Committee approved the revised terms of reference for the Examinations and Assessment Committee and its sub-committee, the Examinations Access Mitigation Committee (**E6422**).

561.4.6.3      \*\*\*Access and Participation Plan Scrutiny Group

The Committee approved the revised terms of reference for the Access and Participation Plan Scrutiny (formerly Steering) Group (**E6423**).

561.4.6.4      Technology-Enabled Learning, Teaching and Assessment Working Group

The Committee approved the Terms of Reference for a new GBEC Working Group (**E6424**) which will replace the Digital Teaching & Learning Sub-committee, currently in abeyance, and the Technology-Enabled Learning Development Board. It will also pick up business currently being managed via the Teaching, Learning & Assessment 20-21 Working Group. The new Working Group will be constituted for three years in the first instance. Membership will be taken forward over the summer and the Committee approved appointments via Chair's action as appropriate.

561.4.7      \*\*\*Lessons learned in Digital Teaching and Learning: Progress Report

The Committee noted the update from the Cambridge Centre for Teaching and Learning on the ongoing review of digital teaching and learning (**E6425**).

561.4.8      \*\*\*Re-use of recorded lecture material in AY2021-22

The Committee approved the final version of the Guidance for Re-use of Material (**E6426**), following revisions made in response to members' feedback, in particular to amend the requirement to caption to a recommendation.

561.4.9      Review of recording policy

The Committee approved the revised Policy on Recording of Teaching Materials/Lectures (**E6427**), with the inclusion of an appendix which would present clarifying statements on the expectation to record and access to recordings, specific to the 2021-22 academic year. While noting that these statements fell outside the Policy itself and were exclusively in response to pandemic restrictions, the Committee felt they should be presented alongside for greater transparency.

561.4.10      \*\*\*Collaborative Postgraduate Provision Framework



The Committee approved the final Framework for Collaborative Postgraduate Provision, following changes made after the 18 March 2020 meeting (minute 549.3.3 applies) **(E6428)**.

561.4.11      \*\*\*Code of Practice for Disabled Students

The Committee approved the revised Code of Practice which will take effect from Michaelmas Term 2021 **(E6429)**.

561.4.12      \*\*\*Research Misconduct Policy

The Committee approved the Research Misconduct Policy **(E6430)**, noting that it has been discussed by the HR Committee and approved by the Resource Planning Committee.

561.4.13      \*\*\*Academic Integrity Charter and Use of Turnitin Policy

The Committee noted the recommendation from the Academic Standards and Enhancement Committee that the University signs the Quality Assurance Agency *Academic Integrity Charter*, and approved the revised policy on the use of Turnitin **(E6431)**.

561.4.14      \*\*\*Proposal to hold in-person oral examinations

The Committee approved the proposal to hold in-person oral examinations for the Postgraduate Certificate of Professional Practice in Architecture which will take place in September 2021 **(E6432)**.

**561.5**            \*\*\*Minutes of other committees

561.5.1          Senior Tutors' Committee

The Committee noted the unconfirmed minutes from the meeting of the Senior Tutors' Committee on 21 May 2021 **(E6433)**.

561.5.2          Academic Standards and Enhancement Committee

The Committee agreed to receive the confirmed minutes from the meeting of the Academic Standards and Enhancement Committee on 12 May 2021 **(E6434)** and the unconfirmed minutes from the meeting on 23 June 2021 **(E6435)** at a later date.

561.5.3          Access and Participation Plan Steering Group

The Committee noted the unconfirmed minutes from the meeting of the Strategic Working Group on Access and Participation meeting on 29 March 2021 **(E6436)**.

561.5.4          Board of Executive and Professional Education

The Committee noted the unconfirmed minutes from the meeting of the Board of Executive and Professional Education on 13 May 2021 **(E6437)**

561.5.5          Doctoral Training Programmes Committee

The Committee noted the unconfirmed minutes from the meeting of the Doctoral Training Programmes Committee on 16 June 2021 **(E6438)**.

561.5.6          Examinations and Assessment Committee

The Committee noted the unconfirmed minutes from the meeting of the Examinations and Assessment Committee on 24 May 2021 **(E6439)**.

561.5.7      Health and Wellbeing Committee

The Committee noted the unconfirmed minutes from the meeting of the Health and Wellbeing Committee on 11 June 2021 **(E6440)** and agreed to recommend to Faculties and Departments that they provide menstrual products in University buildings.

561.5.8      Postgraduate Admissions Committee

The Committee noted the unconfirmed minutes from the meeting of the Postgraduate Admissions Committee on 10 June 2021 **(E6441)**.

561.5.9      Undergraduate Admissions Committee

The Committee noted the unconfirmed minutes from the meeting of the Undergraduate Admissions Committee on 17 May 2021 **(E6442)**.

561.5.10     Student Support Initiative Steering Group

The Committee noted the unconfirmed minutes from the meeting of the Student Support Initiative Steering Group on 14 June 2021 **(E6443)**.

**Date of Next Meeting**

14.00 Wednesday 14 September 2021