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MATHEMATICS UNDERGRADUATE ADMISSIONS COMMITTEE MEETING

Thursday 2 October 2014, 10:00am, MR20 (EL.09)

Present: Nigel Peake (Chair) (NP), Stephen Siklos (SS), Stuart Martin (SM), Ross Lawther (RL), Paul Russell (PR), Julia Hawkins (JH), Claire Chapman (CC), minute secretary

Apology: Julia Gog (JG)

1. Current Membership of Committee

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| (a) The Faculty Admissions Officer (Ex-officio); | vacant |
| (b) 3 members appointed by the Director of Studies meeting to serve for 3 years from 1 October (with terms staggered at 1-year intervals); | Stuart Martin
Julia Gog
Paul Russell |
| (c) 2 members appointed by the Faculty Board of Mathematics to serve for 2 years from 1 October (with terms staggered at 1-year intervals); | Nigel Peake (Chair)
Ross Lawther |
| (d) The Mathematics Subject Convenor (Ex-officio If not already a member by virtue of one of the above classes). | Julia Gog |
| (e) Co-opted member | Julia Hawkins, Millennium
Mathematics Project
Stephen Siklos |

2. Terms of Reference/Remit

(a) The Winter and Summer Pools;

Julia Gog is the Mathematics Subject Convenor and will be responsible for monitoring and reviewing both pools. The aim of the Committee will be to collate all the statistics and provide feedback on the process to the Faculty Board. JG will have responsibility for this. It was noted that students in the Pools achieved on average higher Baxter scores than those admitted directly by some Colleges. This point had been discussed at the DoS meeting.

(b) The arrangements and operation of STEP, and associated STEP preparation activities;

The Principal Examiner remains Stephen Siklos, appointed by Cambridge Assessment. SS provides a yearly STEP report to the Faculty Board. The Committee will ask SS for his STEP report to be considered at its next meeting.

Action: CC

(c) Entrance requirements (e.g. in the light of the changing pre-University preparation);

The Cambridge Admissions Forum sets the standard entrance requirements for all Triposes. For future meetings, it would be helpful to collate the conditional offers made for each College. The International Baccalaureate (IB) now includes Further Mathematics, and this will be added as a discussion item for the Michaelmas Term DoS meeting.

Action: CC

(d) Faculty and University Open Days, and other Faculty and relevant CAO outreach and recruitment events and activities;

In the past, SS has organised the Faculty Open Days held at the end of April and early May. The University's Open Days are in early July and this year 18,000 people attended.

For next year's Faculty Open Days, JH offered to set up a display, as the Millennium Mathematics Project has lots of suitable resources. There is a natural overlap between Open Days and Outreach. NP said that it is important that mathematics staff and current undergraduates are present on both days.

JH suggested that an admissions process talk would be helpful, as sometimes applicants struggle to find the information. It was noted that the people who attend the University Open Days are often less well informed than those who attend the Faculty and College Open Days.

Next year, it was proposed to hold a drop in clinic at the University Open Days for questions and answers. Admissions materials will be provided with relevant links.

The *Cambridge Open Days 2014 Visitor Feedback* Document was discussed. It was agreed that feedback from people who attend the Faculty Open Days should be sought, as this is more useful

than feedback from the University Open Days. In order to set feedback questions, aims and objectives should first be set with evaluations derived from these.

(e) Faculty admissions literature, both paper and electronic, together with mathematics admissions publications produced centrally (e.g. the mathematics entry in the University prospectus);

SS updates the admissions literature annually. It was decided that the Committee should update the material, as some documents are two decades old. Oxford University's mathematics admissions material is now collated in booklet form. The Committee asked if there is a budget for the printing of Admissions Material.

Addendum: There is no specific budget and the Faculty pays for printing costs when required.

The production of audio visual material was discussed. The material on CAO's website already includes mathematics admission videos. It was suggested that the Faculty could re-use some of CAO's resources on our website.

A social-media presence was discussed. It was decided that Twitter would be more beneficial than Facebook. It was noted that as the admissions information wouldn't warrant its own account, it would have to be Faculty wide. Setting up a YouTube account was also discussed. The Millennium Mathematics Project YouTube account was launched in the summer and some lectures are available on-line. The question as to whether the Faculty as a whole needs a social-media presence needs wider discussion.

(f) Application, entrance and cohort tracking statistics related to, but not limited to, widening participation, equality and diversity.

Julia Gog is monitoring this area. The committee will review this data at its next meeting, and Julia Gog was nominated to collate the relevant documents.

This year's Part IA numbers will be 234 compared to the Faculty's target of 250 students. The reasons for this shortfall were discussed, including problems associated with the higher entrance requirements in mathematics and the operation of the Summer Pool. This point will be taken to the DoS meeting in November.

Action: JG and PR

3. Date of next year's Open Days

This year, the Faculty Open Days were held on Saturday 26 April and Saturday 3 May 2014. The second date was less popular, due to it being on the Bank Holiday weekend, while the first date attracted so many attendees that parallel lectures had to be held. A similar structure will be arranged for 2015, and it was agreed that the dates would be: *Saturday 25 April and Saturday 2 May 2015.*

These dates will be sent to Virginia Mullins in the Undergraduate Office who deals with the Open Days Administration.

Addendum: the lecture theatres on the Sidgwick Site have now been booked for these dates and the information has been circulated to college admissions offices.

Action: SS

4. Extension of Remit of Committee

It was agreed that Outreach should be added to the Faculty Board Remit (FB13/39) and bullet point 4 amended to; *'Faculty and University Open Days, and other Faculty and relevant CAO admissions and outreach events and other activities.* NP would write to the Chairman of the Faculty Board to ask if the Board would agree to this change.

Action: CC & NP

5. Junior Members on the MUAC

The Committee discussed, by circulation, the possibility of junior member representation. It was agreed that this would be highly desirable, as the junior members would bring a useful perspective to discussions on admissions and outreach. It was felt that almost all of the Committee's work could be taken under unreserved business. It was generally felt that a steady state of two junior members, each serving a two-year term, would be desirable. NP would write to the Chairman of the Faculty Board to ask if the Board would agree to this change.

Action: NP

6. Date of next meeting

Once the new Faculty Admissions Officer has been appointed, a date will be fixed early in the Lent term.

Action: CC