OPEN BUSINESS

Present: Dr Anthony Freeling (President), Professor Mary Buckley (Vice-President), Professor Neil Mercer (Vice-President), Dr Bernard Devereux (Deputy Vice-President), Professor Nabeel Affara, Ms Ellinore Ahlgren, Dr Hilary Burton, Dr Mike Franklin (Academic Secretary), Mrs Megan Hunter (minutes), Miss Rowena Ironside, Dr Agnieszka Iwasiewicz-Wabnig, Dr Philip Johnston (Senior Tutor), Dr Alastair Lockhart, Mr Neil Taylor (Bursar)

Apologies: Mr Richard Berg Rust (Development Director), Dr Marcus Gehring

Absent: Ms Clare Collins (MCR Secretary)

52. 1 Introduction

52.1.1 Declaration of Members’ Interests

Prof Mercer was declared an interest in the discussion of the ground rules for the Study Centres.

52.1.2 New Member

The President welcomed the new MCR President, Ellinore Ahlgren to her first Council meeting.

52.1.3 Minutes and Matters Arising

The minutes of College Council on 26th February 2015 were approved as an accurate record.

52.1.4 Matters Arising from the committee Action List:

- Dr Freeling stated that rather than a pre-dig event, the proposal was now to have a ‘cornerstone’ ceremony before the next Governing Body meeting.
- On the matter of the Student Survey, Dr Johnston and Ms Ahlgren confirmed that a survey developed by the Student Experience Work Strand and an MCR survey are both now nearly ready to be sent out. There has been consultation to ensure that the surveys do not repeat the same questions.
- Dr Johnston and Mr Taylor have not yet met to discuss the empty College rooms, but will do so.
Dr Iwasiewicz-Wabnig reported that the College crèche plan had run into difficulties as such a facility would require a costly and complex process of registering as a childcare provider with Ofsted.

**Action:** Dr Iwasiewicz-Wabnig to investigate other Colleges with crèche facilities.

In other matters arising from committee business, following difficulties with the EDM system Dr Lockhart reported that the IT department have developed a new system for committee papers called ‘Papers’. He reported that the papers for Council have now been uploaded (URL: papers.hughes.cam.ac.uk). These are visible from anywhere, using any device, and no VPN connection is needed.

**STRATEGIC BUSINESS**

52.2 Making it Happen Program Update (Paper CC52 01)

Dr Freeling reported that the Work Strands’ progress is now being tracked; Mrs Hunter, Fellowship and Strategy Manager, is meeting with the leaders of the Work Strands regularly. This document (CC52 01) will be accessible at particular points in the year in order for Fellows to view the progress of the Work Strands overall. He asked that each Work Strand leader consider how staff and students can be involved in the business of their strand(s).

52.3 Annual Planning (Paper CC52 02)

Dr Freeling presented a paper on some possible ‘basic objectives’ for the next academic year. He stated that the ADR process is only mentioned as a possibility for each individual SCO to report such plans during their ADR. Dr Franklin suggested the addition of the phrase ‘this can then be mentioned by the SCO’ to the bottom of paragraph two, which was agreed.

Dr Johnston stated that he was happy with the nine proposed objectives; in terms of the five focus areas, he described the work that he is doing together with Dr Carole Sargent, Academic Convenor, to link college talks and events with the strategic focus areas. He stated that there will now be a shift towards Fellows and PhD students co-ordinating events that are suitable for their disciplines.

There was a discussion of the admission targets detailed in the paper in terms of both numbers and the ‘desired mix’ of students. There was general agreement of the need to attract more 1st and 2nd choice applicants before admissions goals can be clarified. The website was identified as being of crucial importance, and Ms Ahlgren detailed her experience of College ranking websites.

Council declared that, overall, it was content with the approach of the annual plan and the nine key objectives.

**Action:** Dr Freeling to amend document.

**Action:** Ms Ahlgren to investigate student usage of ranking websites when making applications.

52.4 Study Centre Ground Rules (Paper CC52 03)
Dr Freeling presented this paper, and stated that much of it was informed by discussions with St Edmonds College, Cambridge, and St Antony’s College, Oxford, both of which have extensive experience of hosting study centres. He described the importance of having a balance between closeness and distance, and of the need to determine when a study centre becomes too big to be housed in a college. The importance of an independent review every three years was also underlined.

There was discussion of the involvement of the Fellows in study centres; Miss Ironside suggested the involvement of City Fellows, which was agreed with the proviso that it be expanded to include any Fellow with entrepreneurial or other relevant skills. It was further agreed that a ‘Director of Study Centres’ role would not be appropriate. The option of there being a Study Centres Committee chaired by the President (Option 1 in the paper) was agreed as being the preferred route. Dr Lockhart stated that it would be preferable for the members of the Study Centres Committee to have no other involvement with the centres, and there was general ascent.

52.5 MCR Report

Ms Ahlgren introduced herself as a first year undergraduate Human, Political and Social Sciences student from Sweden. She is on the MCR May Ball committee, and is also involved in rowing at the College. She stated that the MCR survey will be sent out soon, and that the MCR is currently focusing on providing a wide range of social activities, including relaxing activities for the exam period.

Ms Ahlgren enquired as to whether there was anything the May Ball committee could do to make the event more attractive to Fellows. There was discussion of a separate Fellows dining space, but it was recognised that this was dependent on numbers being high enough. Dr Freeling stated that he would be happy to publicise the event to Fellows using his President’s e-mail.

Action: Dr Freeling to include May Ball in President’s e-mail to Fellows and Senior Members.

52.6 Item reserved in accordance with GB min 11b of 12th May 2004.

52.7 Senior Tutor’s Report

Dr Johnston reported on the ongoing progress of the Student Experience work strand, and of the Undergraduate Work Strand. In relation to the latter, he reported that a recent meeting of the Undergraduate Mature Colleges had been very informative.

Dr Johnston reported that the scholarships for this year have now been confirmed.

52.8 Item reserved in accordance with GB min 11b of 12th May 2004.

52.9 Item reserved in accordance with GB min 11b of 12th May 2004.

52.10 Item reserved in accordance with GB min 11b of 12th May 2004.

52.11 Hughes Hall Email (Paper CC 52 06)

Dr Lockhart presented a second paper prepared by the IT manager concerning a possible change to the College e-mail system. Dr Lockhart described the problematic situation presented
by the use of personal Camsis email addresses for College business; this means that when members of staff leave College documents and communications are often unavailable to the College. The proposal would see all e-mail moved to a Hughes Hall email system that would be role-based and thus the property of the College. Individual e-mails could still be retained for personal use. This system could also integrate e-mail with calendars, tasks and other operational functions.

There was discussion of concerns over back-up procedure; it was requested that while the overall proposal was agreed, this should be fully investigated before any new system was implemented.

52.12 Item reserved in accordance with GB min 11b of 12th May 2004.

End of Open Business MH 29/04/15