



Outreach Committee Meeting

10:15 - 11:45, Monday 20 November 2023
William Gates Building, Room GC22

Agenda

Committee Membership:

Tim Jones (Chair, TMJ)
Aga Niewiadomska, Outreach Administrator (Secretary, AN)
Celia Burns, Faculty Administrator (Notetaker, CB)
Carl Henrik Ek (CHE)
Laurie Gale (LPG)
Rachel Gardner, Communications Manager (RG)
Lise Gough, Graduate Education Manager (LMG)
Neel Krishnaswami (NK)
Peter Ochieng (PO)
Sue Sentence (SS)
Becky Straw, Undergraduate Teaching Manager (RS)

1. Apologies for Absence

2. Conflicts of interest

3. Terms of Reference

To review the attached terms of reference, considering the university's Access and Participation Plan and the Engineering Department's outreach aims (also attached).

4. Summary of current projects

- i. Sutton Trust Summer School**
- ii. DeepMind internships**
- iii. STEM SMART**
- iv. Women in CS**
- v. Cambridge Festival**
- vi. Physics at Work**

5. Strategic directions

- i. What should the Department's strategy be for undergraduate outreach?
- ii. What should the Department's strategy be for postgraduate outreach?

6. Any Other Business

7. Date of Next Meeting

Terms of Reference from 9 April 2018 Outreach Committee meeting

At the meeting of Faculty Board on 2 May 2017, it was agreed that the Secretary of the board should produce a document outlining the Department's aims for undertaking outreach activities. It was agreed that the Outreach Committee would agree these proposals and submit them to the Faculty Board for approval.

The proposals below form the revised Remit for the Outreach Committee, to change its title to the University's preferred term of 'Public Engagement' which would include activities currently designated as outreach.

Public Engagement Committee

Remit:

- i. To develop, co-ordinate and promote the Department's public engagement activities.
- ii. To promote an equal gender balance of students.
- iii. To encourage a more diverse background of applicants.
- iv. To facilitate the recruitment of an excellent calibre of students.

Definition of Public Engagement

'Public Engagement is defined as any activity that involves a contact external to the University to promote science and technology in the wider community or to provide short training courses and/or continued professional development.'

The definition includes:

- activities by any member of staff or student that involves them as a representative of the University or Department, whether or not this is directly related to their normal job role.
- contact with the general public, community groups, schools and industry, whether directly or through other departments within the University.

Specifically excluded from the definition are:

- any matters relating to intellectual property transfer, consultancy or research contracts
- presentations at normal scientific conferences or publications in normal scientific journals and books
- normal activities associated with undergraduate and post graduate admissions and teaching

Encouraging participation

The Faculty Board agrees that Departmental staff public engagement should be encouraged. It was hoped that with the increased level of central co-ordination and background help from the University's Public Engagement Office, more staff would find the time to become involved. The Faculty Board agrees the following points as an initial step in raising awareness and encouraging participation in the Department

- i. Increase the Departmental profile of and support for public engagement.
- ii. Early career UTOs, and those who are not involved in the work of a College, should be asked to undertake public engagement activities as part of their departmental workload.

- iii. It is proposed that 2 days per year should be the expected amount of time for these staff to spend on formal public engagement activities. They would receive an appropriate score against their Departmental workload for these activities (subject to approval from new HoD).
- iv. PhD students and Researchers who make a substantial contribution to public engagement activities may be nominated for the Wiseman Award. It was noted that all new PhD students and researchers would need to be kept informed of this.
- v. Undergraduate students should be encouraged by their Directors of Studies to participate in the schemes undertaken by the Department.
- vi. A Departmental database recording all public engagement work undertaken by staff in the Department should be maintained. This information would be available in a Web based format that all staff can access. A member of the Public Engagement Committee should contact all staff termly for information on their public engagement activities for input into the database.
- vii. It is noted that schools often look for 'outreach continuity' i.e. regular (annual) programmes. It was noted that CRB checks are often required for work with schools and, at the moment, there is no help with the costs of these. (Note: the Graduate School of Life Sciences offers a 'Working with Schools' workshop aimed at PhD students and Post-docs.)
- viii. Staff to be informed of the advice, training, grants and awards for public engagement work available through the University's Public Engagement Office.

Functions of Public Engagement Committee

To develop and maintain the Departmental policy and guidelines for those involved in public engagement.

- To develop and maintain a database of public engagement activities.
- To develop and publicise the public engagement resources available within the Department.
- To provide summary data regarding public engagement activities within the Department.
- To prioritise and make requests to the Department for funds to carry out public engagement activities.
- To liaise with other public engagement committees/working groups within the University
- To identify and facilitate applications to obtain external funding to support the public engagement activities of the Department.

Access and Participation Plan 2020-21 to 2024-25

The key features of this Plan are:

- A detailed and honest self-assessment of our current performance on access, student success and progression.
- Ambitious and challenging targets on admissions which will further diversify the University's intake by school type, POLAR4 and IMD quintile and which will make a significant contribution to progress against the Key Performance Measures (KPMs) set by the OfS.
- A commitment to conduct further research into gaps and set targets in relation to student success and progression, to build further upon strong outcomes, and in anticipation of a more diverse intake.
- To focus outreach work and innovate admissions practice to deliver upon access targets.
- To conduct a full strategic review of admissions and outreach to ensure that we continue to make progress on access throughout the lifetime of this Plan and beyond.

The entire plan can be found here: <https://www.undergraduate.study.cam.ac.uk/access-and-participation-plans>.

Department of Engineering Schools and Community Outreach

Cambridge Engineering Outreach supports participation in science, engineering and technology related events in the UK, particularly in the Cambridge area.

Cambridge Engineering Outreach aims to:

- Introduce children and young people to the fun and excitement of Engineering in university research environment;
- Organise and support Engineering events which encourage currently underrepresented groups to apply to Higher Education;
- Use teams of student and staff volunteers to help make Engineering, Higher Education in general, and the University of Cambridge in particular, accessible, to raise aspirations and to reduce gender/culture stereotypes;
- Provide opportunities for CUED students and staff to help inspire the next generation of engineers and scientists while developing their own transferable skills;
- Support the work of relevant local organisations such as Cambridge colleges, Cambridge Science Festival, Cambridge Admissions Office and Cambridge Museum of Technology
- Provide an opportunity for students to develop their skills in communicating Engineering ideas to a non-specialist audience.

These aims have been taken from this page: <http://www.eng.cam.ac.uk/events-and-outreach/schools-and-community-outreach>.