

	PAPER NO: EC.09(12)	
Board/Committee:	Educational Character Committee	
Date:	10 December 2012	
Paper title:	Minutes of the meeting of 25 June 2012	
Author:	James Stevenson, University Secretary and Clerk to the Board of Governors	
Sponsor:	Steve Balmont, Chairman of the Educational Character Committee	
Recommendation by the Executive:	That the committee approves the minutes of the meeting of 25 June 2012 and authorises their publication	
Matter previously considered by:	N/A	N/A
Further approval required?	N/A	N/A
Communications – who should be made aware of the decision?	Published on the University's website	

Executive summary

The committee is requested to approve the minutes of the meeting of 25 June 2012 and authorises their publication. No redactions are suggested.

Minutes of a Meeting of the Educational Character Committee
held at 4pm on Monday, 25 June 2012
in Room 1B16, Techno Park, London Road, London SE1

Present

Steve Balmont Chair
Douglas Denham St Pinnock
Andrew Owen

In attendance

Martin Earwicker Vice Chancellor and Chief Executive
Phil Cardew Pro Vice Chancellor (Academic)
Bev Jullien Pro Vice Chancellor (External)
Mike Molan Executive Dean, Arts and Human Sciences
James Stevenson University Secretary and Clerk to the Board of Governors
Michael Broadway Governance Officer

Welcome and Apologies

1. The committee welcomed Steve Balmont as the new chairman of the committee and Douglas Denham St Pinnock and Mike Molan to their first meeting of the committee.
2. Apologies had been received from Anisa Ali.

Minutes of the last meeting

3. The minutes of the meeting of 1 February 2012 were confirmed as a correct record and approved for publication.

Matters Arising

Membership

4. The committee discussed membership of the committee and felt it would be useful to have two student representatives: the Students' Union President and the Vice President: Academic Affairs.
5. The committee requested the secretary to discuss with the Chairman of the Board co-opting a member with experience of education.

Faculty Pro formas

6. The committee requested that a revised faculty pro forma is produced for the next meeting (minute 4 of 1 February refers).

Key Performance Indicators

7. The committee noted that when the key performance indicators are revised the indicators on academic matters would be considered by the committee.

Committee Plan

8. The committee requested that the annual committee plan be revised and circulated to committee members. It was agreed that this would be a standing item on future agendas.

Faculty Visit

9. The committee felt that the visit to the Arts and Human Sciences faculty was useful and requested feedback from the faculties to help inform the next visit. The committee agreed that the next visit would be to the Faculty of Health and Social Care in February 2013.

Links to Schools and Colleges

10. The committee noted a detailed presentation on the University's links to schools and colleges from the Senior Manager, Schools and Partnerships, the Faculty Director of Recruitment and Marketing and the Head of Student Recruitment and Partnerships.
11. The committee were encouraged by the developing relationships with schools and colleges.

Educational Character Statement

12. The committee discussed a draft statement of the educational character of the University (paper **EC.07(12)**), introduced by the Pro Vice Chancellor (Academic). The committee noted that the draft statement had been produced following the Board Strategy Day of 22 March 2012 when the Board requested clarification on the University's educational character.
13. The committee requested the draft statement to be reviewed by the Executive, the Academic Board and the Students' Union sabbatical officers before being submitted to the committee for recommendation to the Board. Benchmarking the draft statement against that of other HEI's would be useful.

Academic Board Report

14. The Board discussed the Academic Board report for 2011/12 (paper **EC.07(12)**), introduced by the Pro Vice Chancellor (Academic). The committee noted that the report was a formal part of the quality assurance mechanism and was required in order to give the Board assurance.
15. The committee requested to consider the individual reports which made up the Academic Board report throughout the year. The timings of these reports would govern the committee's annual plan. The academic strategy would be considered at the next meeting.
16. The committee noted that at its next meeting it would consider responses to the Destination of Leavers of Higher Education survey and the National Student Survey.
17. The committee agreed to report to the Board that it would review specific sections of the Academic Board report in future.

Honours

18. The committee noted that Jeffrey Weeks and Mary Lovegrove, two of LSBU's professors had received OBE's and that Maxine Room, a former governor, had received a CBE.

Next Meeting

15. The date of the next meeting was confirmed as Wednesday 26 September 2012 at 4pm.

Confirmed as a correct record

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Chair

**Educational Character Committee Action Sheet
25 June 2012**

Minute	Action	By whom	Status
3.	Publication of minutes	Sec	Completed
5.	Co-opting individual with education experience to committee	Sec	Ongoing
6.	Revised faculty pro forma to next meeting	PVC(A)	Ongoing – will come to next meeting
8.	Revised committee plan to each meeting	Sec	On agenda
9.	Feedback from faculties on visit	Exec Dean	Completed
13.	Review of educational character statement by Exec, Academic Board and SU sabbatical officers	PVC(A)	Completed - on agenda
15.	Academic Strategy on next agenda	PVC(A)	On agenda