

London South Bank University

	PAPER NO: EC.06(12)	
Board/Committee:	Educational Character Committee	
Date:	25 June 2012	
Paper title:	Minutes of meeting of 1 February 2012	
Author:	James Stevenson, University Secretary and Clerk to the Board of Governors	
Executive sponsor:	James Stevenson, University Secretary and Clerk to the Board of Governors	
Recommendation by the Executive:	That the committee approves minutes of the meeting of 1 February 2012 and approves for publication	
Aspect of the Corporate Plan to which this will help deliver?	N/A	
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 minutes of its meeting of 1 February 2012 and approves for publication. No redactions have been suggested.

Minutes of the first Meeting of the Educational Character Committee
held at 4pm on Wednesday, 1 February 2012
in Room 1B16, Techno Park, London Road, London SE1

1.1..1.1 Present

Andrew Owen	Chair
Steve Balmont	Independent Governor

In attendance

Martin Earwicker	Vice Chancellor and Chief Executive
Phil Cardew	Pro Vice Chancellor (Academic)
Jane Houzer	Executive Dean, Business
James Stevenson	University Secretary and Clerk to the Board of Governors
Michael Broadway	Governance Assistant

Welcome and Apologies

1. Apologies had been received from Maxine Room and Anisa Ali. The committee noted that Maxine Room would be stepping down from the Board.

Minutes of the last meeting

2. The minutes of the meeting of 16 October 2011 were confirmed as a correct record and approved for publication.

Membership of the Committee

3. The committee noted that the Secretary would discuss potential new members of the committee with the Chair of the committee and the Chair of the Board.

Faculty Profiles

4. The committee discussed profiles for the four faculties (paper **EC.01(12)**), introduced by the Pro Vice Chancellor (Academic). The committee requested that a pro forma be developed for faculty profiles with the key statistics so that the faculties could be compared. The committee requested the revised pro forma to be circulated to the Board.

5. The committee requested to discuss progression at its next meeting. It requested progression data by faculty and department with comparisons to other universities and benchmarks and commentary.
6. The committee asked to discuss the University's links with schools and colleges at its next meeting.

Educational Character

7. The committee discussed a paper on the University's Educational Character (paper **EC.02(12)**), introduced by the Pro Vice Chancellor (Academic). The committee noted that determining educational character and being clear about what the University was delivering was increasing in importance due to increased competition in the sector.
8. The committee requested paper EC.02(12) to be discussed at the Board meeting of 8 March 2012.

Key Performance Indicators

9. The committee discussed the underlying data behind the key performance indicators (KPI's) on student satisfaction and student retention and progression (paper **EC.03(12)**), introduced by the Pro Vice Chancellor (Academic).
10. The committee discussed how it could analyse these KPI's constructively in the future. The committee agreed to discuss the outline results of the National Student Survey in July and the full report in September along with the Destination of Leavers of Higher Education Survey. Higher Education Statistics Agency and Office for Fair Access data would be considered once per year.
11. The committee requested an update to the Policy and Resources Committee (P&R) that it had agreed an in depth analysis of these issues at suitable meetings and would recommend to P&R any changes to the KPI targets.

Student Complaints

12. The committee discussed an update on student complaints (paper **EC.04(12)**), introduced by the University Secretary. The committee noted that the themes were discussed with the faculties so that experiences were shared.

13. The committee noted that it would consider student complaints statistics twice a year. It was noted that student complaints data was included in the Academic Board Annual Report.

Annual Committee Plan

14. The committee noted the proposed annual committee plan (paper **EC.05(12)**) and requested that it be amended following the discussions of the meeting.

Faculty Visit

15. The committee thought the visit to the Engineering, Science and the Built Environment faculty was very informative and requested that a visit to another faculty be arranged before the next committee meeting.

Next Meeting

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

Confirmed as a correct record

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Chair

Educational Character Committee Action Sheet
1 February 2012

Minute	Action	By whom	Status
2.	Publication of minutes	Sec	Completed
3.	Membership of Committee	Sec	Ongoing – new independent governor member
4.	Pro forma for faculty profiles	PVC(A)	
5.	Discuss progression at its next meeting	PVC(A)	Part of Academic Board Annual Report
6.	Discuss links with schools and colleges at its next meeting	PVC(E)	Presentation at June meeting
8.	Educational Character paper to the Board of Governors	PVC(A)	Discussed at Board Strategy Day
11.	Update to P&R on KPIs	PVC(A)	Completed
14.	Revise annual committee plan	Sec	Ongoing
15.	Organise faculty visit	Sec	Visit to AHS organised