

Minutes of a Meeting of the Educational Character Committee
held at 4pm on Wednesday, 13 February 2013
in Room 1B33, Technpark, London Road, London SE1

Present

Steve Balmont	Chair
Anisa Ali	SU President
Douglas Denham St Pinnock	
Andrew Owen	

In attendance

Prof Martin Earwicker	Vice Chancellor and Chief Executive
Dr Phil Cardew	Pro Vice Chancellor (Academic)
Prof 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. Apologies had been received from Barbara Ahland.
2. The Chairman reported that the committee members had just had an informative pre-meeting in the Faculty of Health and Social Care.

Minutes of the last meeting

3. The minutes of the meeting of 10 December 2012 were confirmed as a correct record (paper **EC.01(13)**). The minutes were approved for publication.

Matters Arising

4. There were no matters arising which were not covered elsewhere on the agenda.

Faculty Pro Formas

5. The committee discussed the proposed faculty pro forma which will be used by committee members to better understand the scope and nature of each faculty (paper **EC.02(13)**). It was recommended that the information in these

is updated annually and brought to the committee at its first meeting of each calendar year.

6. The committee requested the pro forma to include detail on the number of students, staff and courses with the short term goals and key risks for each faculty. The committee requested that a revised version for the Arts and Human Sciences faculty with this additional information added is circulated to the committee for approval.
7. The committee requested an updated version for each faculty for the next meeting.

Undergraduate Faculty Monitoring

8. The committee discussed the undergraduate faculty monitoring report (paper **EC.03(13)**). It was reported that these reports were reviewed by the Quality and Standards Committee to ensure academic standards remain high across the university and that external quality requirements are met.
9. The committee requested that, while the report was useful, it would be helpful to receive a report which addressed issues of interest for the committee and allowed constructive challenge by the committee.

Annual report on external examiners

10. The committee noted the annual report on external examiners (paper **EC.04(13)**).

Statistical report on student demographics

11. The committee noted a report on student demographics (paper **EC.05(13)**). The committee noted that overall the student population was getting younger. It was reported that this was partly the result of the university working more closely with feeder schools as well as fee increases.

Report on complaints

12. The committee noted a report on internal complaints and cases taken by students to the Office of the Independent Adjudicator (OIA) (paper **EC.06(13)**). It was noted that the number of complaints was broadly comparable over the last three years and that the number of 'justified' OIA cases was below the sector average.

13. It was noted that there was a high number of complaints from the Health and Social Care faculty which was largely due to issues on placement and financial and career implications for students if they do not progress.

Any other business

14. The committee requested that prior to their next meeting they would like to meet the Student Union and course representatives.
15. The committee requested that its annual plan is a standing item on the agenda.

Next Meeting

16. The date of the next meeting was confirmed as Thursday 9 May 2013 at 4pm, preceded by a visit to the Student Union.

Confirmed as a correct record

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Chair