

**UNIVERSITY OF WARWICK**  
**HIGHER EDUCATION FOUNDATION PROGRAMME**  
**BOARD OF STUDIES**

There will be a meeting of the HEFP Board of Studies on Friday, 19 October 2012 at 09.30 am in Council Chamber, First Floor, University House, University of Warwick.

Questions on agenda item or apologies for this meeting should be directed to the Secretary of the Committee, Alfred Cheng (a.cheng@warwick.ac.uk)

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**AGENDA**

1. Membership and Dates of Meetings

TO RECEIVE:

Details of Membership, Constitution and Terms of Reference including dates of the meetings for the Higher Education Foundation Programme for 2012/13). (Attached: HEFP 1/2012-13)

2. Minutes

TO CONSIDER:

The Minutes of the Higher Education Foundation Programme Board of Studies held on 08 July 2012. (Attached: HEFP 2/2012-13).

3. Matters Arising on the Minutes

TO REPORT:

- (a) Minute 19/2011-12 (e) refers: Review the written convention that student's need to achieve above 30% in examinations 1 and 2 in order to pass the programme.
- (b) Minute 19/2011-12 refers: Replace or updates databases used in the colleges to avoid arithmetic error on examination results. Manual checking would likely lead to human errors.
- (c) Minute 19/2011-12 refers: Professor Jacka will raise at Senate regarding putting an arrangement to allow the tutor at the College to access the Universities Library.
- (d) Minute 19/2011-12 refers: The Economics module to be examined in the same board as Maths and Economics and Biomedical Sciences.
- (e) Minute 20/2011-12 refers: Both colleges to share good practices and should lead on changes of syllabus and be proactive in doing so.
- (f) Minute 20/2011-12 refers: Turnitin should be used across all programmes.

- (g) Minute 20/2011-12 refers: Arrange a formal meeting between representatives of the HEFP and the school of Law; which would include Andrew Higgins.

4. Syllabi for each of the HEFP Programmes

TO RECEIVE:

- (a) Mathematics and Economics Syllabus 2012-13 (Attached 3/2012-13)
- (b) Law syllabus 2012-13 (Attached 4/2012-13)
- (c) Science/Engineering syllabus 2012-13 (Attached 5/2012-13)
- (d) Bio-medical syllabus 2012-13 (Attached 6/2012-13)
- (e) Business Studies syllabus 2012-13 (Attached 7/2012-13)
- (f) Social Science syllabus 2012-13 (Attached 8/2012-13)

Please note, an electronic copy of the syllabi is required for admissions tutors at other universities as part of the UCAS support process, as well as providing a permanent record of the Programme.

5. New Staff on the HEFP

TO CONSIDER:

- a) Catherine Beesley-Kikuchi to teach English at Stratford upon Avon College (Attached: 9/2011-12)
- b) Azam Khan to teach Psychology at Stratford upon Avon College (Attached: 10/2012-13)
- c) Virginia Sharpe to teach Economics at Stratford upon Avon College (Attached: 11/2012-13)
- d) Marie-Claire Barker to teach Statistics and Decision Mathematics at Warwickshire College (Attached: 12/2012-13)
- e) Bonita Kendall to teach Chemistry at Warwickshire College (Attached: 13/2012-13)
- f) Aileen Rachel Turner to teach Economics at Warwickshire College (Attached: 14/2012-13)
- g) Victoria Whiting to teach Economics at Warwickshire College (Attached: 15/2012-13)

6. Key Points from 2011-12 Recruitment

TO RECEIVE:

HEFP Annual Report 2011-12 (Attached: HEFP 16/2012-13)

7. Key Points from Warwickshire College and Stratford upon Avon College

TO RECEIVE:

- (a) Report from Stratford upon Avon College (Attached: HEFP 17/2012-13)
- (b) Report from Warwickshire College 2011-12 (Attached: HEFP 18/2012-13)
- (c) Report from Warwickshire College 2012-13 (Attached: HEFP 19/2012-13)

8. Any Other Business

TO CONSIDER:

HEFP New Science Option proposal. (Attached: HEFP 20/2012-13)