

UNIVERSITY OF WARWICK
HIGHER EDUCATION FOUNDATION PROGRAMME
BOARD OF STUDIES

There will be a meeting of the HEFP Board of Studies on **Friday, 1 February 2013 at 1300 in Committee Meeting Room 1.0 (renamed Council Chamber)**, First Floor, University House, University of Warwick. *Please note, this meeting incorporates the agenda carried forward from October 2012.* A buffet will be served at 1300 with the meeting starting at 1315.

Questions on agenda item or apologies for this meeting should be directed to the Secretary of the Committee, Helen Johnson (h.j.johnson@warwick.ac.uk).

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). Note; the October 2012 meeting did not take place.

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: Consideration of the databases being used in the colleges and the need to avoid arithmetic error on examination results (rounding, wrong grade band). Also the need to record the full name as recorded in the passport, date of birth, UCAS number accurately.
- (c) Minute 19/2011-12 refers: Professor Jacka will raise at Senate regarding an arrangement to allow the tutors at the College to access the University's Library (this item is a long-standing issue and has been discussed extensively with the 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, using the official Working Party route to propose a change.
- (f) Minute 20/2011-12 refers: Turnitin should be implemented 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 (propose this is undertaken in March 2013).

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. 2013 Statistics

TO RECEIVE:

A summary of HEFP statistics up until 31 January 2013 to be tabled at the meeting (To be tabled: HEFP 20/2012/13).

TO REPORT:

- (a) That a representative office has been established in Beijing and the Operations Director will take up her post early in February.
- (b) The HEFP brochure has been printed in English, Chinese and Russian.

9. Business Studies Review: Final Report

TO CONSIDER:

The final report of the Business Studies Quinquennial Review (Attached: HEFP 21/2012/13).

10. Any Other Business

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