

UNIVERSITY OF WARWICK
HIGHER EDUCATION FOUNDATION PROGRAMME
BOARD OF STUDIES

Minutes of the Meeting of the Higher Education Foundation Programme Board of Studies held
on 26 October 2011.

Present: Prof. M Finn (Chair), Dr D Britnell, Ms W Chan, Dr M Joy, Mr G Palmer, Dr J Robinson,
Dr G Sharpling, Dr K Moffat, Mr D Fower, Ms S Starley, Ms C Wilson, Ms R Young

In attendance: Ms S Dammann, Mr J Kennedy, Dr I Procter, Ms L Nuttall, Mr M Colley

Apologies: Prof. S Jacka, Ms J Preshous, Dr T McCrisken, Dr M Skinner

1/2011-12. Membership and Dates of Meetings

RECEIVED:

Details of Membership, Constitution and Terms of Reference including dates of
the meetings for the Higher Education Foundation Programme for 2011/12

2/2011-12. Minutes

RESOLVED:

That the Minutes of the Meeting held on 8 July 2011 be approved with the
following amendments:

- (a) Minute 33/2010-11(k) 'Cambridge Advanced English examination' should be
recorded instead of 'Cambridge Proficiency examination'.

3/2011-12. Matters Arising on the Minutes

REPORTED:

- (a) Minute 25/2010-11 refers: Ms C Wilson from Warwickshire College outlined a
revised proposal for a new HEFP Programme in Applied Mathematics. The
course will target students who are interested in pursuing Mathematics and
related degrees such as MORSE.

It was agreed that the new HEFP stream would be a good addition to the
existing programme if it can be marketed appropriately to target and attract
additional groups of students. It was recommended that further discussion
between Stratford College, Warwickshire College, WBS and Statistics at

Warwick take place before the next Board meeting and further development will be reported at the February Board meeting.

(b) Minute 32/2010-11 (b) refers: IO at Warwick is liaising with Warwick IT Services concerning the Turnitin Licences for use on the HEFP at the two colleges. Warwick ITS is in the process of applying for the licence.

(c) Minute 32/2010-11 (d) refers: Mr D Fower and Ms R Young from Stratford College gave a brief review of last year's streaming of the HEFP Business Studies students. It was noted that the number of students achieving Distinction remained the same as previous years, however the number of Credits has increased and Failed numbers have dropped. It appeared that banding the students was working and it had no negative effect on the students' grades. It was recommended that Stratford College submits students' examination results comparison statistics as a proof that streaming of students worked well.

(d) Minute 35/2010-11 refers: Both colleges have submitted students' attendance report for September 2011. It was agreed that all forthcoming monthly reports indicating the attendance of all students, and highlighting any areas of problem plus any reasons for absences (illness etc) should be submitted on the last Friday of each month to h.j.johnson@warwick.ac.uk.

4/2011-12. Syllabi for each of the HEFP Programmes

RECEIVED:

A copy (electronic copies) of the syllabus for each stream of the HEFP to serve as a permanent record of the syllabi on an annual basis and for use with admissions tutors, both at Warwick and external universities

5/2011-12 New Staff on the HEFP

APPROVED:

- a) David Hall to teach Mathematics at Stratford upon Avon College
- b) Phillip Brack to teach Economics and Politics at Stratford upon Avon College
- c) Jonathan White to teach English and Study Skills at Stratford upon Avon College

6/2011-12. Key Points from 2010-11 Recruitment

CONSIDERED:

A paper from Ms Ning outlining the recruitment for 2011-12 and the University placement activities for the 2010-11 cohort, noting:

- (a) That 304 students registered for 2011-12 intake. The number has dropped by around 10% compared to last year, despite earlier indications of increases in application numbers. The key issue occurred during last year's key recruitment stage, in early August 2011, when all new HEFP applications had to be put on hold due to complications with a new UKBA policy.
- (b) University placement was very challenging. Nearly 80 students entered Clearing which is a very high number. It was noticeable that the change in the UKBA's policy has resulted in most of the UK universities requiring students to have a valid Secure English Language Test (SELT) in addition to their HEFP English result in order to confirm their places. Although several students did meet their Firm and Insurance Universities' academic entry requirements, they were unable to have their places confirmed and eventually fell into clearing due to the lack of or low SELT test scores.

7/2011-12 Key Points from Warwickshire College and Stratford upon Avon College

RECEIVED:

- (a) A report from Warwickshire College indicating that:

28 students are on the Science/Engineering stream, taught in 2 groups. 13 students followed the IT option and 15 followed the Economics option.

6 students on the Biomedical stream.

31 students on the Law programme.

The students have settled in well and seem to be enjoying the courses.

- (b) A report from Stratford upon Avon College indicating that:

198 students are on the Business Studies stream, taught in 10 groups, with 38 students on the Social Science stream, taught in 2 groups. The term started with a Welcome evening and a series of diagnostic tests.

8/2011-12. Any Other Business

CONSIDERED:

Ms S Dammann outlined the issues caused by the UKBA's changes in English Language requirements and its significant impact on HEFP. The proposal to have all HEFP students sit for a Secured English Language Test (SELT) as the HEFP English exit test was discussed.

It was agreed that IELTS will be adopted as the standard HEFP English exit test for all HEFP students from this academic year. It was recommended that a working party which will include Ms S Dammann, Mr G Sharpling,

and two members of teaching staff from both colleges needs to be formed to discuss the best way to reconceptualise the delivery of the HEFP English and Study Skills programme and report back to the February HEFP Board of Study meeting.