

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

There will be a meeting of the HEFP Board of Studies on 6 July 2012 at 1pm in the Council Chamber, University of Warwick. A buffet lunch will be served at 12:45pm.

Questions on agenda item or apologies for this meeting should be directed to the Secretary of the Committee, Danni Ning ([d.ning@warwick.ac.uk](mailto:d.ning@warwick.ac.uk))

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**AGENDA**

17. Minutes

TO CONSIDER:

The Minutes of the Higher Education Foundation Programme Board of Studies held on 3 February 2012 (attached, HEFP 22/2011-12)

18. Matters Arising on the Minutes

19. Working Party and Examination Board Reports

TO RECEIVE:

- (a) Business Studies Working Party report (attached, HEFP 23/2011-12)
- (b) Business Studies Examination Minutes and Results (attached, HEFP 24/2011-12)  
(*Mr Grier Palmer, WBS, Business Studies moderator*)
- (c) Social Science Working Party report (attached, HEFP 25/2011-12)
- (d) Social Science Examination Minutes and Results (attached, HEFP 26/2011-12)  
(*Dr Ian Procter, Sociology: Social Science moderator*)
- (e) Law Working Party Working Party report (attached, HEFP 27/2011-12)
- (f) Law Working Party Examination Minutes and Results (attached, HEFP 28/2011-12)  
(*Ms Winnie Chan, Law. Law moderator*)
- (g) Science/Engineering and Biomedical Science Working Party report (attached, HEFP 29/2011-12)
- (h) Science/Engineering and Biomedical Science Working Party Examination Minutes and Results (attached, HEFP 30/2011-12)  
(*Dr Jim Robinson, Physics, SE moderator*)
- (i) English and Study Skills Working Party report (attached, HEFP 31/2011-12)
- (j) English and Study Skills Assessment Board Minutes (attached, HEFP 32/2011-12)  
(*Dr Gerard Sharpling, CAL: English & Study Skills moderator*)

20. Quinquennial Review

TO RECEIVE:

- (a) An oral report from Business Studies Quinquennial Review  
(*Mr Grier Palmer, WBS, Business Studies moderator*)
- (b) The report from Law Quinquennial Review (attached, HEFP 33/2011-12)  
(*Dr Ian Procter, Sociology: Social Science moderator*)
- (c) The report from Science/Engineering Quinquennial Review (to be tabled, HEFP 34/2011-12)  
(*Dr Dave Britnell, Engineering, SE moderator*)

21. Staffing

TO CONSIDER:

- (a) CV for Helen Armstrong at Warwickshire College (attached, HEFP 35/2011-12)
- (b) CV for Lynne Clarke to teach Chemistry at Warwickshire College (attached, HEFP 36/2011-12)
- (c) CV for Cleo Tilley to teach English at Warwickshire College (attached, HEFP 37/2011-12)
- (d) CV for Joanne Callaghan to teach English at Warwickshire College (attached, HEFP 38/2011-12)
- (e) CV for Shrin Rink to teach IELTS preparation at Warwickshire College (attached, HEFP 39/2011-12)

TO REPORT:

- (a) Dr. I Procter is retiring after being on the HEFP Board of Studies for the past 27 years. A New chair and moderator for HEFP Social Science is required to replace Dr I Procter.
- (b) Dr J Robinson has resigned from the HEFP Board of Studies and as the chair of the working party and course moderator for HEFP Science/Engineering. Dr D Britnell will be the taking over D Robinson's role from the beginning of next academic year.
- (c) Mr G Palmer has resigned from the HEFP Board of Studies and as the chair of the working party and course moderator for HEFP Business Studies. Warwick Business School nominated Dr Louise Gracia to replace Mr G Palmer whose name is being put forward to the Senate for approval.
- (d) Ms J Preshous has resigned from the HEFP Board of Studies and this is her last year teaching on the HEFP English and Study Skills programme at Warwickshire College. A replacement for Ms Preshous is required.

22. Planning

TO RECEIVE:

The end of June statistics for the HEFP (attached HEFP 40/2011-12).

23. UKBA:

TO RECEIVE:

Student Withdrawal Report (attached HEFP 41/2011-12).  
(*Mrs Helen Johnson, Head of Programmes, IO*)

24. Date of the Next Meeting

19 October 2012

1 February 2013

5 July 2013

All meetings will start at 1pm and will be held in the Council Chamber, University House, University of Warwick, unless otherwise notified.

25. Any Other Business