

UNIVERSITY OF WARWICK
HIGHER EDUCATION FOUNDATION PROGRAMME
BOARD OF STUDIES

There will be a meeting of the HEFP Board of Studies on 1 February, 1 February 2008 at 1.00 pm in the Council Chamber, University House, University of Warwick. A buffet lunch will be served at 1.00pm.

Note: Questions on agenda items or apologies for this meeting should be directed to the Secretary to the Committee, Helen Johnson (75598, or email: h.j.johnson@warwick.ac.uk).

AGENDA

1. Minutes

TO CONSIDER:

Minutes of the Meeting held on 26 October 2007 (attached, HEFP BS 8/2007-8)

2. Matters Arising on the Minutes

Item 21/2006-7 (a&b): That the SSLC guidelines had been consulted regarding guidelines for HEFP working parties and the additional points to the HEFP Terms of Reference for Working Parties have been provisionally added to the 2008 Working Party Terms of Reference:

That the Terms of Reference for the Higher Education Foundation Programme x Working Party be set out as below:

- (a) To advise and report to the Higher Education Foundation Programme Board of Studies on major matters of staffing and changes to the syllabus.
- (b) To keep under review the admissions, curricula, grading and examinations of the x foundation programme.
- (c) To keep under review the attendance, progress and conduct of students on the x programme.
- (d) *To provide an accessible arena for students to discuss with the academic staff any concerns they have with teaching, learning and student support facilities.*

- (e) *To provide a link between college staff, university staff and students, however, the working party does not consider matters relating to individually named members of staff nor is it a place for students to air their personal grievances.*

Item 23/2006-7: Chemistry/Biology : That currently over 100 applications have been received for 2008 entry, but unfortunately there are no applications for Chemistry/Biology. The Board is asked to consider whether the Chemistry/Biology programme should be officially closed?

Item 6/2007-8: Sureth Gamlath: On Chair's action Sureth Gamleth has been recommended to the post of external examiner for the Business Studies programme.

3. HEFP Business Studies: 5 year review

TO CONSIDER:

Review panel membership.
Timing of review

4. HEFP Science/Engineering: 5 year review.

TO CONSIDER:

Review panel membership
Timing of review

5. Agreements with Stratford upon Avon College and Warwickshire College.

TO REVIEW:

Procedure for renewal of the above two agreements on completion of the 5-year review.

6. Report from Stratford upon Avon College on progress of the HEFP and staff/organisation changes. (outstanding).
7. Oral report from Warwickshire College on progress of the HEFP.
8. Report from CL3 on progress of the HEFP. (attached: HEFP BS 9/2007-8) and receipt of two replacement staff (already circulated to the relevant moderators along with an explanation as to the reason for the change)
(a) Leo Cheng to teach Business Studies: (attached: HEFP BS 10/2007/8)
(b) Yuen-Fun So to teach Sociology: (attached HEFP BS 11/2007/8)
9. Report on recruitment to the end of January 2008 (attached: HEFP BS 12/2007-8)

TO RECEIVE:

An oral report regarding the HEFP recruitment up until the end of January 2008.

10. Date for your diary: 30 May: HEFP Prize Giving Ceremony
Venue: Chancellors Suite, University of Warwick. 7pm
11. Date of next meeting: 4 July 2008
Venue: Council Chamber