

UNIVERSITY OF WARWICK
HIGHER EDUCATION FOUNDATION PROGRAMME
BOARD OF STUDIES

Minutes of the Meeting of the Higher Education Foundation Programme Board of
Studies on 1 February 2008

Present: Professor M Whitby (Chair), Dr K Flint, Dr M Joy, Ms L Nuttall,
Mr P Smart, Ms J Siddle, Ms S Starley, Dr M Leeson,
Ms J Preshous, Mr N Parmar, Mr H Waldron, Ms S Knowles

Apologies: Ms Y Merali, Ms E Shale, Dr M Skinner, Dr J Robinson
Dr G Sharpling, Ms D Kwan, Prof. T Kemp, Ms H Johnson

In Attendance: Ms C Welti, Dr I Proctor, Ms K England

8/2007-8 Minutes

RESOLVED:

That the minutes of the Meeting held on 26 October 2007 be approved.

9/2007-8 Matters Arising on the Minutes

Item 21/2006-7 (a&b): The revised Terms of Reference for the HEFP have been submitted at each individual working party and approved.
Item 23/2006-7: Agreed that the Chemistry/ Biology programme will not continue to recruit for 2008 entry due to low numbers. Further meetings to take place to decide whether the programme could be re-branded to attract Bioscience students.
Item 6/2007-8: Agreed that Suresh Gamlath be appointed as the HEFP Business Studies external examiner with immediate effect.

10/2007-8 HEFP Business Studies: 5 year review

That the panel membership and timing be reviewed.

RECOMMENDED:

That Mr Mel Colley of Warwickshire College be contacted as the proposed external member.

11/2007-8 HEFP Science/ Engineering: 5 year review

That the panel membership and timing be reviewed.

RECOMMENDED:

That Mr Nash Parmar of Solihull College be confirmed as the external member.

12/2007-8 Renewal of Agreements

CONSIDERED:

That both 5 year reviews need to be completed early in the summer term so agreements can be renewed in time for the 2008-9 academic year.

13/2007-8 College Reports

RECEIVED:

Oral reports from each of the HEFP colleges and a written report from HKUST CL3 Hong Kong:

(a) Stratford upon Avon College

REPORTED:

- (i) Overview given by H Waldron of the new college structure with organisation chart. The college now has a partnership with City College, Coventry. Concerns were expressed about this partnership due to HEFP's previous relationship with this college.
- (ii) Business Studies had registered 169 students to start although 7 have left. (Details provided at the Business Studies Working Party held in February 2008).
- (iii) Social Science had registered 24 students to start with 1 withdrawal. (Details provided at the Social Science Working Party held in February 2008).
- (iv) The new UCAS process had progressed well with an increase of students applying to MORSE and Pure Economics; 37 students are taking additional A Level Maths and they are progressing satisfactorily.
- (v) Second year of on campus accommodation is proving successful.
- (vi) Stratford upon Avon College achieved British Council Accredited status in February 2008.

(b) Warwickshire College

REPORTED:

- (i) Science/ Engineering started with 29 students and none has left.
- (ii) UCAS has progressed well and Warwick is already giving offers and interviews and some other universities are asking for extra reports on students prior to making a decision.

- (iii) Law had registered 21 students to start although 2 have left (Details provided at the Law Working Party held in January 2008).
- (iv) The group is lively and political although the results are not so good, with no students getting a distinction in the last coursework which was a surprise.
- (v) No students have received a Warwick offer yet.

(c) HKUST CL3, Hong Kong

RECEIVED:

A written report from HKUST CL3 (HEFP BS 9/2007-8)

REPORTED

Concern was expressed on the Part 1 CL3 sociology exam paper as it had not been approved following significant modification. As no new exam papers were submitted it is assumed this paper was used in the Part 1 exams

RECOMMENDED:

That the deadlines for receipt of draft Part 1 (15 September) and draft Part 2 (15 January) exam papers must be adhered to in order to enable full and detailed moderation by both internal and external moderators and to enable changes to papers to be made in a timely manner.

14/2007-8 New Members of Teaching Staff

RECEIVED:

CV'S from Stratford upon Avon College and HKUST CL3, Hong Kong for the proposed teaching staff on the HEFP.

CONSIDERED:

- (a) Mary Jane Donaghue: The CV met the criteria required and her appointment was accepted.
- (b) Simon Perkin: The CV showed that he does not currently hold a teaching qualification but is working towards it in the evenings at the college; his appointment was accepted.
- (c) Russell Crowther: The CV met the criteria required and his appointment was accepted.
- (d) Yuen-Fun So: Although Yuen-Fun So did not currently have the relevant subject qualification, Hong Kong follows a different system for providing in-house training and mentoring for teaching staff. In view of the support offered to Yuen-Fun So the appointment was accepted

- (e) Leo Cheung: The CV met the criteria required and his appointment was accepted.

15/2007-8 Any other Business

RECEIVED:

- (a) Professor Whitby (Chair) is unable to attend the next meeting of 4 July 2008 due to prior commitments. If the date cannot be changed then arrangements are to be made for someone to deputise.

/CW