

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 23 October 2009

Present: Prof. R Higgott (Chair), Dr D Britnell, Dr K Flint, Dr M Joy, Mr R Leng,
Ms Y Merali, Ms L Nuttall, Ms E Shale, Ms S Starley, Mr P Smart,
Ms J Preshous, Dr J Robinson; Dr M Skinner, Mr H Waldron

In Attendance: Dr I Procter, Mr J Kennedy

Apologies: Dr G Sharpling, Ms W Chan

1/2009-10 Membership

RECEIVED:

Membership of the Higher Education Foundation Programme and the Terms of Reference for the Committee. (HEFP.1/2009-10). Ms Chan will be on study leave for the spring and summer terms, and Mr Leng will represent the School of Law in her place.

2/2009-10 Matters Arising on the Minutes

Minute 23/2008-09 refers: A quinquennial review of the Social Science took place in February 2009; the final report from the review will be presented at the February 2010 Board of Studies.

Minute 24/2008-9 refers: Ms Chan will be contacted to recommend the new external examiner for the Law programme for 2009-10.

Minute 26/2008-9 refers: A report from Dr Sharpling was received in Appendix 2 of the HEFP Annual Report, however as Dr Sharpling is on paternity leave, more detailed discussion of the report will be held following his return. Further statistical analysis of the data is recommended, and Ms Shale offered to co-ordinate with Dr Sharpling to develop the report.

Minute 23/2008-9 refers: Plagiarism: Guidelines across the departments at Warwick vary and a standardized list of penalties is not available. In order to maintain consistency across the HEFP colleges and programmes a working group will be established representing each of the programmes to propose a strategy for work involving different degrees of plagiarism. The membership will consist of Ms Nuttall, Ms Preshous, Ms Shale and Dr Britnell.

Minute 29/08-09 refers: Ms Ning will arrange for Ms Bhogal (admissions) to provide a briefing on writing effective personal statements, specifically for the Social Science group – as in 2008-9 this group was highlighted as requiring more targeted statements. This is a priority and will need to be arranged in the next two weeks.

Minute: 30/2008-9 refers: Mr Waldron was welcomed back to the HEFP Board, after a very brief retirement.

Minute: 30/2008-9 refers: The process of sending central material in hard copy, and supporting material by email attachment was approved by the Board of Studies.

3/2009-10

Syllabi 2009-10

RECEIVED:

- (a) An electronic copy of the syllabi for each programme; developed from the more detailed handbooks circulated by the programme co-ordinators.

REPORTED:

- (b) This material will be used for external circulation with course selectors to support HEFP applications for undergraduate placement.

RECOMMENDED:

That the name of the college be added to the top of the syllabi in addition to the programme name.

4/2009-10

Annual Report 2008-09

RECEIVED:

- (a) The HEFP Annual Report for 2008-09.
- (b) An oral report from Ms Johnson, outlining the key points in the report:

Recruitment:

- (i) Recruitment: 277 registrations against a 5-year plan target of 250 students.
- (ii) Fee income: £277K above plan.
- (iii) Additional costs will be incurred as 55% of the fee income is paid to the teaching colleges.
- (iv) Students did not all register on time, and the Law programme was particularly affected by late arrivals, mainly due to visa issues.
- (v) Key regions for the HEFP remain as mainland China, Hong Kong, Kazakhstan and Korea, with Azerbaijan as a rising market.

Quality:

- (i) The English language level was considered as particularly strong this year with over 75% of the students at or above IELTS 6 (or equivalent grade) on joining the HEFP.
- (iii) The HEFP has continued to attract high-quality students and will continue to recruit good calibre students as targets increase on an annual basis.
- (iv) The application process had been revised to meet the requirements of the Points Based Immigration System and although there had been initial concerns on the process, the streamlined admissions system had worked well and had contributed to the number of registrations.

Placement:

- (i) A key performance indicator for the HEFP is the placement level: 100% of the students who passed the HEFP were placed at a university.
- (ii) 51% of the students who passed the HEFP were placed in a top 10 university.
- (iii) 35% of the students were placed on undergraduate degrees at Warwick.

- (iv) Warwick has implemented steps to convert more of the Science/Engineering students by introducing a 2 hour lecture in the School of Engineering on a weekly basis.
- (v) Additional work will be undertaken to encourage applications to the Social Science Faculty at Warwick.
- (vi) Law already accept a significant number of the HEFP students, who meet the entry requirements.
- (viii) Meetings will be undertaken with Economics to adapt Business Studies mathematics syllabus to make it suitable for entry to the BSc Economics degree.

Programme Development

- (i) A new biomedical programme will be introduced in 2010 with the aim of preparing students for relevant degrees at Warwick.
- (ii) Further work will be carried out on the comparison of the HEFP English & Study Skills component, compared to other standard English entry tests.
- (iii) Points Based System (PBS) Monitoring Points, Appendix 3: In line with Warwick guidelines, the guidelines require 100% attendance, or a reason for missed contact points. In order to comply to UK Border Agency regulations and to meet the conditions of the University's licence it is essential that the college staff consider the information set out in Appendix 3, and provide details of how they will manage contact points and report to the University.

RECOMMENDED:

- (i) That Appendix 2: English Language Comparison Project: be considered at the English & Study Skills working party, and additional statistical analysis undertaken.

RESOLVED:

That the HEFP Annual Report 2008-9 be submitted to Senate.

5/2009-10

Teaching Staff

RECEIVED:

A CV for Rachel Lewis to teach on English and Study Skills at Stratford upon Avon College.

CONSIDERED:

Whether the Board would accept her qualifications as the DELTA qualification was commenced in September 2009, with 70 hours provided by the college to support the training.

RECOMMENDED:

That Rachel Lewis be approved to teach on the HEFP in English and Study Skills on the assumption that she will secure the DELTA qualification in 2010.

6/2009-10

Degree Classification / Career Progression

REPORTED:

That the degree classification for the 2005 cohort would be available for the February 2010 Board of Studies.

That approximately 5 years ago, Prof. Peter Elias, IER, had conducted a more thorough research project to identify degree classification and progression, and the research had not generated many more replies than the standard IO approach.

CONSIDERED:

- (i) Whether the HEFP team could identify the career progression of the students on an annual basis?
- (ii) Whether the students could be identified as over 70% of the students study at universities other than Warwick and follow-up would be difficult?
- (iii) Whether qualitative data could be used to demonstrate career progression?

RECOMMENDED:

- (i) That DARO would be contacted regarding possible HEFP data for use with tracking progression.
- (ii) Mr Waldron would meet 5 of the HEFPs who are now employed in the UK, and would provide qualitative data and photographs for use on the HEFP website as a demonstration of career progression.

7/2009-10 HEFP Governance and Administration

REPORTED:

That the HEFP Governance and Administration sets out the guidance for the HEFP and although previously circulated, an electronic copy would be circulated on request.

8/2009-10 Registration and Term Dates 2010

REPORTED:

That the term dates for 2010 need to be confirmed urgently as the information is required for offer letters. Full term dates are required, including half-term (reading week) breaks and the final end of term dates for the HEFP students.

9/2009-10 IT Access for College Staff

REPORTED:

That it should now be possible to apply for University cards to enable access to the library materials; the HEFP team will be in contact with staff for the details necessary to make the individual applications.

10/2009-10 Change of Date of the Board of Studies

REPORTED:

That a change to the HEFP Board of Studies dates will be required, the revised dates for 2009-10 will be:

Thursday, 4 February 2010

Thursday, 8 July 2010

Start time remains as 1pm and the venue will remain as the Council Chamber, University of Warwick.

11/2009-10 Any Other Business

UCAS reference: The paper setting out best practice for a UCAS reference was considered, and it was recommended that amalgamated comments from tutors was a preferred option to a reference with individual comments. Tutors were advised to avoid too many references to 'critical thinking', as this had become an over-used phrase in UCAS statements.

/hjj