

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 24 October 2008

Present: Prof. M Whitby (Chair), Ms W Chan, Dr K Flint, Dr M Joy, Ms L Nuttall, Dr G Sharpling (from 2pm) Dr M Skinner, Mr P Smart, Ms S Starley, Ms E Terry, Dr J Robinson

In attendance: Dr I Procter, Ms H Johnson, Ms C Wilson

Apologies: , Ms J Preshous, Dr M Leeson, , Ms E Shale
Ms Y Merali

1/2008-9 Terms of Reference

RECEIVED:

The terms of reference for the HEFP Board of Studies for 2008-9. (HEFP 1/2008-9)

2/2008-9 Minutes

RESOLVED:

That the Minutes of the Meeting held on 4 July 2008 be approved. (HEFP 2/2008-9)

3/2008-9 Matters Arising on the Minutes

18/07-08 refers: Ms Merali reported that she had spoken to Mr Waldron regarding the Economics module and for 08-09 there had been evidence of development of critical thinking in the assignments. The teaching of the Economics module is commendable and the support provided in the English and Study Skills module essential to support critical thinking development. Further discussions will take place with the College throughout the year to develop this work.

20/07-08 refers: The cv for Dr Henrietta O'Connor, University of Leicester was approved as the new external examiner for the Social Science programme. (HEFP 3/2008-9).

23/07-08 refers: The cv for Dr Andrew Phillips, University of Nottingham was approved as the new external examiner for the Science/Engineering programme. (HEFP 4/2008-9).

24/07-08 refers: The revised paper for the Economics module within the Science/Engineering programme was approved (HEFP 5/2008-9).

24/07-08 refers: Ms Shale had reviewed the mathematics syllabus for the Business Studies programme and had formalized the moderation process and, in conjunction with Stratford upon Avon College, clarified the terminology.

25/07-08 refers: The Social Science review would take place during the current academic year, preferably no later than early in the spring term, and the composition of the panel was proposed as:

Dr I Procter
Dr M Skinner
Ms S Starley

International Office to provide administrative support

4/2008-9 Law: Social Science component.

RECEIVED:

A paper proposing a change to the Social Science component of the Law programme. Dr Procter had been concerned that the current Sociology syllabus was too broad for the time allowed to teach the module and as a result, the syllabus had been streamlined to reflect the sense of Sociology in context with the focus on crime and deviance.

RECOMMENDED:

That the revision to the Sociology module be approved with immediate effect.

5/2008-9 Teaching Staff

RECEIVED:

CVs for
a) Mark Derrick: Business Studies
b) Andrew Holland: Science/Engineering (Economics)

RECOMMENDED:

That both members of staff be approved to teach on the HEFP.

6/2008-9 Annual Report

RECEIVED:

- (a) Ms Johnson presented the HEFP Annual Report for 2007-8 reporting on the academic year 2007-8 and recruitment and the marketing strategy for 2008-9. (HEFP 9/2008-9)

Key points raised in the report are as follows:

- i. Vision 2015 strategic goals in relation to the HEFP being met through a) income generation, internationalization of the student body and c) widening participation.
 - ii. Registrations in 2008 had increased for the 5th year in succession being 9 students above 2007.
 - iii. The importance of the Warwick brand in relation to the HEFP in view of the very competitive market in which foundation programmes recruit.
 - iv. Work with sponsorship bodies in the Middle East had commenced and this year 5 students were on the Science stream through the KAUST programme for gifted and talented school leavers.
 - v. East Asia dominated the regional statistics with China continuing to be the key driver. The other strongest markets were Russia and Central Asia followed by the Middle East.
 - vi. Marketing strategy: to significantly increase HEFP registrations
 - vii. A review of the HEFP from marketing materials, website, initial enquiry through to offer letter to support the strategy.
 - viii. Pre-HEFP summer courses, possibly pre-masters and new science programmes with year zero entry to Warwick for Bio-medical sciences will be investigated amongst other initiatives.
 - ix. Student placement at UK universities: over 50% of the students had been placed in the top 10 UK universities.
- (b) Market research report conducted during July 2008 to investigate the foundation programme provision with the HEFPs main competitors (within top 50 UK universities).

RESOLVED:

That the HEFP Annual Report for 2008-09 be submitted to the next meeting of the University Senate.

7/2008-09

Social Science Paper

REPORTED:

Ms Terry presented a proposal, in response to the strategy outlined in the Annual Report, to expand the Social Science programme potentially in the areas of a) media and communication and b) social policy.

CONSIDERED:

- a) Whether there would be sufficient long-term interest in media related degrees to warrant a new HEFP.
- b) Whether Social Policy was too narrow a field for recruitment (Kazakh sponsored students had looked for this route in the past) but now the HEFP only recruited to Business and Science programmes.

RECOMMENDED:

That before further work went ahead on the development of the Social Science programme, a trend analysis would be prepared for submission to the 30 January Board of Studies. (Contact Darren Wallis' team for assistance).

8/2008-09 Potential for a pre-HEFP Summer School

REPORTED:

- a) The potential of introducing a pre-HEFP summer preparatory course at Warwick had been circulated to Applied Linguistics. Further work had to be undertaken in this area, however, the initial idea was to investigate this programme under the HEFP banner at Warwick.
- b) In discussions with Mr Fowers (Stratford upon Avon College) in the summer, Mr Fowers suggested the College also submit a bid and paper HEFP 9/2008-09 had been received outlining a programme.
- c) Dr Sharpling was unsure whether Applied Linguistics would be interested in developing a short programme under the HEFP banner.

CONSIDERED:

- d) The summer programme would be recruited for through the HEFP team in the International Office and therefore had to be financially viable and attractive to Applied Linguistics. This programme would be expected to bring in an income surplus to both AppLing and to the HEFP.
- e) A summer school would be to encourage the students to travel to the UK earlier in the summer, engage in the Programme and then be ready to progress to the colleges in September, therefore potentially improving conversion rates.

RECOMMENDED:

That further meetings take place with Dr Sharpling and the short-course team to investigate the potential of a short-course during the summer specifically for HEFP students. A report would be prepared for the 30 January Board of Studies.

9/2008-09 Any Other Business

REPORTED:

- a) H Johnson will attend an IT Services Management Account Workshop to highlight the ongoing issue of HEFP staff not being able to access the online facilities and will report back to the Board on progress.
- b) Dr Sharpling requested a cv for Carlos Rodriquez for approval. Ms Preshous would be advised to send an email attachment with the cv directly to Dr Sharpling.

10/2008-09 Confirmation of Meetings for 2009

30 January 2009

3 July 2009

/hjj