

UNIVERSITY OF WARWICK

HIGHER EDUCATION FOUNDATION PROGRAMME

BOARD OF STUDIES

Minutes of the Meeting of the Higher Education Foundation Programme Board of Studies on 2 February 2007

Present: Professor R Lindley (Chair), Dr K Flint, Ms H Johnson, Dr M Joy, Prof. T Kemp, Ms D Kwan, Dr D Law, Dr M Leeson, Dr H Nesi, Ms C Mak, Ms L Nuttall, Ms Y Merali, Dr M Skinner, Mr N Parmar, Mr A Preshous, Dr J Robinson, Dr I Procter, Ms J Siddle, Mr P Smart, Ms S Starley, Mr H Waldron

Apologies: Mr N Parmar

In Attendance: Ms J Armstrong (Business Development Mgr, Stratford-upon-Avon College)

11/2006-7 Minutes

RESOLVED:

That the Minutes of the Meeting held on 27 October be approved after clarification of Minute 3/2006/7 referring to Overseas Delivery of Programmes;

~~'That the HEFP should not in general be delivered overseas. However, following prior consultation with the subject moderator any case for investigating such a proposal will be considered on its own merit by the Board'~~ be replaced by

That the decision to deliver overseas programmes came within the remit of the University and if in the future it was decided to deliver the HEFP at other institutions, the HEFP Board of Studies would be included in the decision-making process.

12/2006-7 Matters Arising on the Minutes

RESOLVED:

Minute 6/2006-7 refers: Syllabi

(a) All changes to the HEFP syllabi must be submitted to the relevant working party and approved initially by the subject moderator and finally by the HEFP Board of Studies before implementation.

(b) That consistency of presentation of the English and Study skills syllabus between the colleges be taken to the English and Study Skills working party.

13/2006-7 New Members of Teaching Staff

That the receipt of the CV's at the Board of Studies without following the approved procedure for new teaching staff had raised several issues that should have been resolved before the Board with the relevant subject moderator.

RECEIVED:

CV's for

- (a) Delfina Vilano
- (b) Charlotte Wilson
- (c) Ronald Tse
- (d) Catherine Walton
- (e) Caroline Lloyd

REPORTED:

To teach at HKUST in Hong Kong the local Government does not require a teaching qualification but requires a degree in the relevant discipline, and experience at a similar level and institution. The majority of teaching staff would pursue a doctoral degree in Hong Kong. HKUST provide on the job training, research and pedagogical skills. All instructors, including part-time staff take part in this training.

CONSIDERED:

Whether the proposed members of teaching staff had teaching qualifications, and in the case of English and Study Skills, the relevant BALEAP recommended qualifications as set out in the HEFP Governance and Administration. The minimum requirements of teaching staff for the HEFP include:

- (a) Relevant qualification
- (b) Teaching qualification/professional qualification
- (c) Relevant teaching experience

RESOLVED:

- (a) That it is generally expected that teachers recommended to teach on the HEFP would normally either already have or be working towards a teaching qualification. Specific recommendations for the English and Study Skills staff are clearly set out in the Governance and Administration.
- (b) Mr Waldron will check whether Ms Vilano is working towards a teaching qualification and will report back to the Board.
- (c) Ms Wilson: Approved.
- (d) Mr Tse: HKUST CL3: Approved
- (e) Ms Walton: Evidence of the Diploma in Teaching English required to deliver HEFP English & Study Skills is not on the cv. Ms Nuttall to enquire whether Ms Walton is taking the

relevant qualifications as set out in the HEFP Governance and Administration and to liaise with Dr Nesi as the matter cannot be resolved in the Board of Studies.

- (f) Ms Lloyd: A revised cv indicating the full career history is required (cv put forward as replacement for Mr Landsman). Approved.

14/2006-7 Appointment of a new External Law Moderator

RECEIVED:

The cv for Professor Barry Mitchell, University of Coventry (as proposed by the School of Law) to act as external moderator on the HEFP Law programme from the current academic year.

RESOLVED:

That Professor Mitchell be appointed as external Law examiner with immediate effect.

15/2006/7 College Reports

RECEIVED:

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

(a) Solihull College

- (i) The College would like to see an increase in the Chemistry/Biology number of students on the Programme.
- (ii) Part 1 examinations had gone well and the students were achieving the expected targets.

(b) Warwickshire College

- (i) The Science/Engineering was a very good group and were producing excellent work. This year absenteeism was not a problem as it had been in the previous year.
- (ii) Law: The group varied in ability and were quite quiet, one student in particular was excellent and 2 students who were causing concern were being given additional support.

(c) Stratford Upon Avon

- (i) Business Studies had 7 full groups (140), although one student had left.
- (ii) The college now had 257 study bedrooms on campus and the majority of students had taken up this option.
- (iii) UCAS was progressing smoothly and 15 students were taking additional A level Mathematics in order to apply to MORSE at Warwick.

- (iv) Social Science had 34 students including 6 students from Kazakhstan who were performing well.
 - (v) Talks by Dr Procter (Sociology), Dr Skinner (Psychology) and Ms Raison (Politics) had taken place during the Autumn Term and the students had found these visits very helpful.
- (c) HKUST CL3 Hong Kong
- (i) 7 students were currently on the CL3 programme, most were very motivated and progressing well. 1 student had some family issues and the staff were working with the student to encourage his full participation in his studies.
 - (ii) Part 1 examinations and the first assignments were currently with the Warwick moderators and feedback on the content and the marking would prove supportive to the CL3 tutors.

15/2006-7 Any Other Business

There being no further business, the meeting closed.

HJ