

**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 30 January 2009

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Present: Prof. M Whitby (Chair), Ms W Chan, Dr K Flint, Dr M Joy, Ms Y Merali, Ms L Nuttall, Ms J Preshous, Dr J Robinson, Ms E Shale, Dr G Sharpling, Dr M Skinner, Mr P Smart, Ms S Starley, Ms E Terry, Mr H Waldron

In attendance: Dr I Procter, Ms H Johnson, Ms D Ning

Apologies: Dr M Leeson

11/2008-9 Membership

RECEIVED:

Professor Terry Kemp has now retired from the Board of Studies. A new member from Warwick is required to replace Professor Kemp on the Board.

CONSIDERED:

That it would be ideal to have a social scientist to replace Professor Kemp rather than a natural scientist as the social science is currently under represented.

RECOMMENDED:

Ms Helen Johnson and Professor Michael Whitby are to identify a new member from the Politics, Economics or Sociology department to replace Prof. Terry. The nomination will be put forward for consideration at the next board meeting.

12/2008-9 Minutes

RESOLVED:

That the Minutes of the Meeting held on 24 October 2009 be approved. (HEFP 10/2008-9)

13/2008-9 Matters Arising on the Minutes

25/07-08 refers: The schedule for the Social Science review would be agreed at the Social Science working party 2pm on 13 February 2009. A sample of the papers used for the Business Studies Review: 2008 would be made available.

6/08-9 refers: The HEFP Annual Report had been submitted to Senate (December) and no comments received to date.

7/2008-9 refers: Helen Johnson and James Kennedy (IO) are scheduled to visit Kazakhstan in February 2009 to discuss future requirements and collaboration opportunities with the Bolashak scholarship body.

8/08-09 refers: It was agreed that introducing the pre-HEFP programme is a very positive move. It was agreed that a 4 week programme or 5 week programme (4 week pre-HEFP programme plus 1 week break) are the ideal course length. It was reported that both Stratford upon Avon College and Warwickshire College have confirmed their interests in delivering the programme.

RECOMMENDED:

- a) Both Stratford and Warwickshire College to submit a bid for delivering the pre-HEFP English programme with costing per student to Helen Johnson.
- b) To add one extra question to the HEFP departure questionnaire this year to find out how many students studied English language courses in the UK before starting HEFP.

14/2008-09 IT Services Management Account Workshop

REPORTED:

The issue of college staff still being unable to access the University's online resources was raised at the IT Services Management Account Workshop and, although there was no immediate solution, the problem is under investigation.

15/2008-09 BioMedical HEFP

RECEIVED:

The proposal for the BioMedical HEFP is being progressed. A report will be available for the Summer Board of Studies.

16/2008-09 Dates of Working Parties

REPORTED:

HEFP Working Parties dates are set:

23 January: English and Study Skills Working Party

29 January: Law Working Party  
30 January: Science/Engineering Working Party  
13 February: Business Studies / Social Science working parties (all day)

17/2008-09 Any Other Business

REPORTED:

- a) HEFP website is being re-designed and updated. Both Stratford and Warwickshire Colleges needs to make sure the web link to their accommodation detail is correct and accessible.
- b) International Student Newsletter is being produced by the International Office at Warwick and will be available online.
- c) HEFP end of year award giving party will be held at Warwick on 29 May 2009
- d) James Kennedy confirmed that the importance of HEFP is increasingly recognised by the University and the future development and expansion of the programme is fully supported by the International Office.

18/2008-09 Dates of the final meeting in 2008-9

RECEIVED:

The final board meeting for year 2008-09 will be held on 3 July 2009 at 1pm in the Council Chamber: University of Warwick.