

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 3 July 2009

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

In attendance: Dr I Procter, Ms D Ning

Apologies: Ms H Johnson, Mr J Kennedy, Dr M Leeson, Dr J Robinson, Dr G
Sharpling, Ms E Shale

19/2008-9 Minutes

RESOLVED:

The Minutes of the Higher Education Foundation Programme Board of
Studies held on 30 January 2009 be approved

20/2008-9 Matters Arising on the Minutes

No matters reported as arising.

21/2008-9 New Members of Teaching Staff

RECEIVED:

CV for Zelmira Grover from Warwickshire College (Law).

RESOLVED:

That the CV for Zelmira Grover be approved.

22/2008-9 Business Studies

RECEIVED:

(a) Working Party Minutes (HEFP 13/2008-9)

(b) Examination Board Minutes and provisional Examination board marks
(HEFP 14/2008-9)

REPORTED:

- (a) The internet connection issue at student accommodation at Stratford College has been resolved.
- (b) The teaching staff at the college still cannot access Warwick Library materials, it is felt that this issue needs to be resolved as soon as possible.
- (c) It was reported that although some students did come in with English qualification equivalent to IELTS 5.5, some of them obviously did not have that level of English proficiency. It was recommended to set up a procedure to investigate such cases.

RESOLVED:

That the examination grades as presented on the spreadsheets from the Examination Board be approved.

23/2008-9

Social Science

RECEIVED:

- (a) Working Party Minutes (HEFP 15/2008-9)
- (b) Examination Board Minutes and provisional Examination board marks (HEFP 16/2008-9)

REPORTED:

- (a) Security issues at the college was reported to the Working Party, the college acted and dealt with the incident appropriately and efficiently. It was felt that student security is a very important matter and the college needs to monitor it continuously with the highest attention.
- (b) Social Science 5 year review was carried out, report will be available for the next board of study meeting.
- (c) Social Science moderation procedure was looked at during the 5 year review; the College, internal moderators and the external examiner are satisfied with the current procedure, so no change will be made.
- (d) Social Science Working Party minutes were submitted to the Exam Board meeting. This was found inappropriate by the chair of the exam board. It was felt that the Working Party minutes is an internal document and should not be shared with the external examiner. It is recommended to exclude the Working Party minutes from future exam board meetings.
- (e) It was reported that one student was found cheating during one of the exams and was given a zero mark as a result.
- (f) It was raised that there is inconsistency and lack of clarity in dealing with plagiarism cases. It was felt that a clear guideline on plagiarism procedure needs to be introduced.
- (g) Dr. H O'Connor, the new external examiner, gave a very positive oral feedback at the exam board meeting.

RESOLVED:

That the examination grades as presented on the spreadsheets from the Examination Board, be approved.

24/2008-9 Law

RECEIVED:

- (a) Working Party Minutes (HEFP 17/2008-9)
- (b) Examination Board Minutes and provisional Examination board marks (HEFP 18/2008-9)

REPORTED:

- (a) Dr. I Procter chaired both the Working Party and Exam Board meetings this year but from next year Ms W Chan will be chairing the meetings.
- (b) Issues regarding security and accommodation at Warwickshire College was raised at the Working Party. Although the issues were dealt by the college, it was felt that both security and accommodation are important matters to students and will require the college to monitor continuously and treat with the highest attention.
- (c) New on campus accommodation at Warwickshire College is completed and ready for the new cohort of students arriving in September.
- (d) It was raised that the English Language requirement for HEFP Law should be reviewed as this year one student in particular has been struggling to follow the course due to her low proficiency in English.
- (e) There was a clear plagiarism case found this year, it was felt that the course manager Ms S Starley responded in an entirely appropriate way and the evidence was very convincing.
- (f) It's Professor B Mitchell's last year serving as the Law external examiner. Prof. Mitchell's feedback was very positive again this year. A new external examiner for Law is needed for the 2009/10 academic year.

RESOLVED:

That the examination grades as presented on the spreadsheets from the Examination Board, be approved.

25/2008-9 Science/Engineering

RECEIVED:

- (a) Working Party Minutes (HEFP 19/2008-9)
- (b) Examination Board Minutes and provisional Examination board marks (HEFP 20/2008-9)

(c) Provisional Biology Module Examination marks

REPORTED:

- (a) Both working party and the exam board meetings went smoothly.
- (b) Dr Andrew Phillips is the new external examiner for the next 3 years.

RESOLVED:

That the examination grades as presented on the spreadsheets from the Examination Board, be approved.

26/2008-9 English & Study Skills

RECEIVED:

- (a) Working Party Minutes (HEFP 21/2008-9)
- (b) Examination Board Minutes and provisional Examination board marks (HEFP 22/2008-9)
- (c) Report from external examiner (HEFP 23/2008-9)

CONSIDERED:

- (a) 30 students selected from Warwickshire College and Stratford College took the IELTS, WELT and HEFP English exam. The results will be forwarded to Dr G. Sharpling to carry out comparative study. The result will be available when Dr Sharpling is back from paternity leave.
- (b) The external examiner Dr. L Jin's report is very positive.

RESOLVED:

That the examination grades as presented on the spreadsheets from the Examination Board, be approved.

27/2008-9 BioMedical HEFP

RECEIVED:

Proposal to add a Bio-Medical course to the HEFP Programme (HEFP 24/2008-9)

CONSIDERED:

- (a) Dr K Flint at Department of Biology Sciences at Warwick and Mr. Phil Smart at Warwickshire College have been working on the Bio-Medical HEFP syllabus. The syllabus is in a nearly-complete format and only minor changes need to be made.
- (b) It was raised that in order to break even, the course needs to recruit a minimum of 11 or 12 students per cohort.

(c) It was raised that during the HEFP Social Science 5 year review, the panel looked at the possibility of expanding the programme and introducing course modules which would equip students to study Psychology at undergraduate level, which was concluded as not feasible. The review panel recommended to explore the possibility of including Psychology component or modules which could lead to Psychology within the new Bio-Medical HEFP programme. However the board felt it was not feasible or appropriate to include Psychology components in the new programme. The new Bio-Medical HEFP programme is developed for students who wish to study Biology or Bio-medical Sciences degree in particular.

RESOLVED:

That the Bio-Medical HEFP proposal be approved. The first cohort of students will start in September 2010.

28/2008-9 HEFP Applications for 2009:

RECEIVED:

A summary of application statistics up to 30 June 2009 (HEFP 25/2008-09)

REPORTED:

Overall HEFP applications increased by 12% compared to the same time last year. Applications for Business decreased by 8%, but the numbers for the other three programmes are looking healthy. Applications for Law increased by 37%, Science/Engineering and Social Science numbers have nearly doubled. Overall application from China is very similar to last year, it is positive to see applications from other country are increasing.

29/2008-9 HEFP student reference pro-forma

CONSIDERED:

It was proposed by Stratford College that a standard pro-forma/template for HEFP staff writing references for students could be generated.

Warwickshire College currently has a template for writing students references, the first quarter of every reference contains the same information which provides general background on the course, the rest of the reference is focused on each individual student.

It was agreed that the larger part of the reference template should be focused on personal information for each student and the general information on the course can be included, but should only form a small part of the reference.

RESOLVED:

A pro-forma/template for writing students' references can be developed by Stratford College providing the main part of the reference will be focused on personalized information for each students rather than general course information.

30/2008-9 Any Other Business

REPORTED:

- (a) Mr. H Waldron who has been teaching on the HEFP Business and Social Science Programme retires this year.
- (b) Ms. E Terry will be on maternity leave from September 2009 – September 2010.

CONSIDERED:

It was felt inappropriate to circulate the agenda for the July 09 Board of Study by email due to the large amount of papers involved. It was agreed that for such meetings in the future, hard copies of agendas will need to be circulated. For brief meetings, email can still be used to circulate the papers in the future.

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