

UNIVERSITY OF WARWICK
HIGHER EDUCATION FOUNDATION PROGRAMME
BOARD OF STUDIES

Minutes of the Meeting of the Higher Education Foundation Programme Board of
Studies on 4 July 2008

Present: Dr J Robinson (Chair), Dr M Joy, Mr P Smart, Ms J Siddle,
Dr M Skinner, Ms S Starley, Mr H Waldron, Ms Y Merali,

Apologies: Dr G Sharpling, Ms K England, Prof. T Kemp,
Ms E Shale, Ms L Nuttall, Dr M Leeson, Dr K Flint

In Attendance: Ms H Johnson, Dr I Procter

16/2007-8 Minutes

RESOLVED:

That the minutes of the Meeting held on 2 February 2008 be approved
(HEFP 10/2007-8)

17/2007-8 Matters Arising on the Minutes

No matters reported as arising.

18/2007-8 HEFP Business Studies

REPORTED:

That Ms E Terry had been appointed as the Programme Manager for
the Business Studies and Social Science programmes.

That Ms L Nuttall would continue as the Programme Manager for
English & Study Skills.

That Ms E Terry and Ms L Nuttall would represent Stratford upon
Avon College at the HEFP Board of Studies from September 2008.

RECEIVED:

- (a) Working party minutes (13/2007-8)
- (b) Examination board minutes (14/2007-8)
- (c) CV for Judith Hayes (11/2007-8)
- (d) CV for Jane Gilbert (12/2007-8)

RESOLVED:

- (a) That Ms Merali would discuss developing the critical thinking
aspects of the Economics module with Mr Waldron during the
Autumn Term.

- (b) That the examination grades as presented on the spreadsheets from the Examination Board, be approved.
- (c) That the cv's for Judith Hayes and Jane Gilbert be approved.

19/2007-8 HEFP Business Studies: Hong Kong

REPORTED:

That the CL3 programme would not continue for September 2008 entry.

RECEIVED:

- (a) Examination results for the Hong Kong programme

RESOLVED:

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

20/2007-8 Social Science

RECEIVED:

- (a) Working party minutes (16/2007-8)
- (b) Examination board minutes (17/2007-8)

REPORTED:

That the external examiner, Professor Tailby, had been ill on the day of the examination board but had submitted a written report confirming that the work was of an acceptable standard and that the internal moderator, Dr Procter, had been happy to proceed with the examination board.

RESOLVED:

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

21/2007-8 English and Study Skills

RECEIVED:

- (a) Working party minutes (18/2007-8)
- (b) Examination board minutes (19/2007-8)

RESOLVED:

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

22/2007-8 Law

RECEIVED:

- (a) Working party minutes (22/2007-8)
- (b) Examination board minutes (23/2007-8)

REPORTED:

That Ms Janice Siddle had retired from the University at the end of the academic year and that Ms Winnie Chan would take over the Law moderators role and the Friday afternoon lecture. Ms Siddle would liaise with Ms Chan over the summer to hand-over the responsibilities.

The Board of Studies recorded its thanks to Ms Siddle for her service over many years and wished her a long and happy retirement.

RESOLVED:

- (a) That the examination grades as presented on the spreadsheets from the Examination Board, be approved.
- (c) That Winnie Chan be recommended as the member of staff from the School of Law to serve on the Board of Studies.

23/2007-8 Science/Engineering

RECEIVED:

- (d) Working party minutes (24/2007-8)
- (e) Examination board minutes (25/2007-8)

REPORTED:

That Professor Robert Kelsall, University of Leeds had completed his term of office as external examiner and a new examiner would be required from September 2008. Dr Leeson would be asked to identify a suitable candidate.

RESOLVED:

- (a) That the examination grades as presented on the spreadsheets from the Examination Board, be approved.

24/2007-8 Quinquennial Reviews

RECEIVED:

(a) Science/Engineering (26/2007-8)

In addition to the Mathematics, Physics and IT subjects taught on the HEFP Science/Engineering, the review raised the question of whether an additional subject such as Economics could be provided as an alternative to the IT to provide a broader range of undergraduate degrees available from this course and therefore increase its appeal.

Mr Smart will develop a syllabus based on the new A level in Economics for review by the working party staff to finalise the following points:-

Assessment mode: 50/50% coursework and examination

Require an inclusion of 4 x short tests but also need essay writing component to encourage literacy competency.

Whether the Economics module would be offered as an option to IT or in addition to the current syllabus?

In summary, the quinquennial review was very positive and the addition of a new hall of residence from Spring 2009 will be a significant improvement of facilities to offer to students.

RECOMMENDED:

That a final recommendation on the content, assessment method and contact hours would be made after the working party had reviewed the paper from Mr Smart early in the Autumn Term in order to enable inclusion of the course details in the 2009 HEFP brochure.

(c) Business Studies (27/2008-9)

REPORTED:

That discussions had taken place regarding the growth in numbers of students applying to MORSE and therefore requiring a full A2 mathematics. The concern from the review panel is that the students apply to MORSE as an 'easier' entry route to Warwick than the Accounting/Management offer. (Note after the meeting: 42 Business Studies entered Warwick of which only 5 will study MORSE/MMORSE).

That Ms Shale was working with the mathematics team at Stratford upon Avon College to review the syllabus.

25/2007-8 Any Other Business

REPORTED:

(a) External examiner's reports

That currently the external examiner's reports are submitted to the January/February working party for each subject area but this resulted in a lengthy period between receipt of the report and an opportunity to take action.

CONSIDERED:

- (a) Submission of the external examiner's report to the Chair of the Board of Studies for annotation and then circulate in the October Board of Studies papers.
- (b) If any significant issues arose from the reports, then it was proposed that the internal moderator and the teaching staff be notified and then the report would be submitted to the January board to give time to respond to any issues.

RESOLVED:

That the revised process for external examiner's reports be implemented from October 2008.

- (b) Social Science Review

REPORTED:

That the quinquennial review of the Social Science programme would need to take place in 2008/9.

26/2007-8

Dates of Meetings: 2008 – 2009

24 October 2008
30 January 2009
3 July 2009

/hjj