

**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 1<sup>st</sup> February 2013

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Present: Prof. C Hughes (Chair), Dr T McCrisken, Dr G Sharpling, Dr D Britnell,  
Dr M Joy, Dr K Moffat, Dr L Gracia, Prof Saul Jacka, Mr D Fowers,  
Ms R Young, Ms S Starley, Ms L Clarke, Mr I Pemberton

In Attendance: Ms H Johnson, Mr T Such, Ms R Cuddihy

Apologies: Dr M Skinner, Ms W Chan

1/2012-13 Membership and Dates of Meetings

RECEIVED:

Details of Membership, Constitution and Terms of Reference including dates of the meetings for the Higher Education Foundation Programme for 2012/13 (HEFP 1/2012-13).

REPORTED:

(a) Higher Education Foundation Programme Board of Studies meeting 19<sup>th</sup> October 2012 did not take place.

(b) Mr Ian Pemberton approved as official member of the Higher Education Foundation Programme Board of Studies as the representative from the English and Study Skills Working Party.

(c) The Board welcomed Dr L Gracia, who has replaced Mr G Palmer as member of Board of Studies.

2/2012-13 Minutes

RESOLVED:

That the Minutes of the HEFP Board of Studies meeting held on 6<sup>th</sup> July 2012 be approved.

3/2012-13 Matters Arising on the Minutes

REPORTED:

- (a) Minute 19/2011-12 (e) refers: It was confirmed that the HEFP Governance & Administration states that a student must achieve a minimum of 30% in the consolidated assessment and 30% in the consolidated examination grade in order to achieve a Pass grade for any subject.
- (b) Minute 19/2011-12 refers: The colleges reported that they are confident that arithmetic error on examination results data entry errors of student personal details on their databases had been resolved.
- (c) Minute 19/2011-12 refers: It was reported that college HEFP Board of Studies members should be able to gain access to the University's Library under the new External Business category, and that in the first instance, Board members will send personal information required for this access to Ms H Johnson. Library access to be opened up to all HEFP college tutors when the enrolment process has been evaluated and is operational.
- (d) Minute 19/2011-12 refers: The Law syllabus Economics module to be examined in the same board as Maths and Economics, and Biomedical Sciences.
- (e) Minute 20/2011-12 refers: Confirmation was received that both colleges are sharing good practices, and that they are leading on changes of syllabus proactively, and will use the official Working Party route to propose changes, with final approvals always through the HEFP Board of Studies.
- (f) Minute 20/2011-12 refers: Turnitin has been implemented across all programmes.
- (g) Minute 20/2011-12 refers: The principle of the University guaranteeing an offer to HEFP applicants, at an approved departmental level, was now under discussion and had broadened out from the original discussions just connected to the School of Law written confirmation of the University's support of a guaranteed offer across all degrees is required to support the initiative.

4/2012-13 Syllabi for each of the HEFP Programmes

RECEIVED:

- (a) Mathematics and Economics Syllabus 2012-13 (HEFP 3/2012-13)
- (b) Law syllabus 2012-13 (HEFP 4/2012-13)
- (c) Science/Engineering syllabus 2012-13 (HEFP 5/2012-13)

- (d) Bio-medical syllabus 2012-13 (HEFP 6/2012-13)
- (e) Business Studies syllabus 2012-13 (HEFP 7/2012-13)
- (f) Social Science syllabus 2012-13 (HEFP 8/2012-13)

REPORTED:

- (i) Noted that the numbering and font style varied between syllabi, and that modules with the same content were not identical.

RECOMMENDED:

All syllabi will be available as public documents and so proof reading, standardization of content, and consistency of format is essential. The syllabi should be available in Arial 11, and a standard cover sheet will be provided by the University.

5/2012-13 New Staff on HEFP

REPORTED:

- (a) Azam Khan CV (HEFP 10/2012-13) no longer required for consideration to teach Psychology at Stratford-upon-Avon College as has left and been replaced by Vicki Pantelli.

CONSIDERED:

- (a) Catherine Beesley-Kikuchi CV (HEFP 9/2011-12) approved to teach English at Stratford-upon-Avon College.
- (b) Azam Khan's CV (HEFP 10/2012-13) no longer required as he no longer teaches on the HEFP.
- (c) Virginia Sharpe CV (HEFP 11/2012-13) approved to teach Economics at Stratford-upon-Avon College.
- (d) Marie-Claire Barker CV (HEFP 12/2012-13) approved to teach Statistics and Decision Mathematics at Warwickshire College.
- (e) Bonita Kendall CV (HEFP 13/2012-13) approved to teach Chemistry at Warwickshire College.
- (f) Aileen Rachel Turner CV (HEFP 14/2012-13) approved to teach Economics at Warwickshire College.
- (g) Victoria Whiting CV (HEFP 15/2012-13) approved to teach Economics at Warwickshire College.

RECEIVED:

HEFP Annual Report 2011-12 (HEFP 16/2012-13).

REPORTED:

Ms H Johnson summarized the key points from 11-12 recruitment for the Board, taken from HEFP 16/2012-13.

- (a) Recruitment was consistent with previous years until July, when applications and conditional offers did not convert to unconditional offers. July is a crucial month for this. The complication of the examination process (as discussed earlier) impacted on recruitment activities at a crucial time of year. However, the process has been significantly revised in order to send out HEFP offers much earlier and quicker than in the previous year.
- (b) Competition from other universities is intense, and it is recommended that all HEFP students should be issued with guaranteed conditional offers from Warwick to boost conversion of HEFP students to Warwick undergraduate programmes. Manchester University has slightly lower entry requirements for Business than Warwick, and recruited 45 of the 169 students on Business stream.
- (c) The diversity of students is a risk as majority for 2011-12 were from Hong Kong and China, but as Hong Kong's new diploma qualification will be available next year, there may be a change of behavior. The HEFP is promoted across the world, but additional work will be undertaken in Vietnam and Korea. Brochures have been printed in Russian and Chinese, with Arabic to follow to increase the diversity of students.
- (d) Market for HEFP is limited, as countries that have school qualifications that meet requirements for undergraduate entry are encouraged to pursue this avenue rather than take HEFP, in line with UKBA Tier 4 guidance on student progression and recruitment of students.
- (e) HEFP programme has a strong reputation, but all involved must continue to be proactive and innovative to ensure it remains strong, and the year ahead may be challenging.

RECOMMENDED:

- (i) To follow up provision of guaranteed conditional undergraduate offers for HEFP students with relevant faculties in order to encourage HEFP conversion to Warwick undergraduate programmes, and to ensure current low conversion rate from HEFP to Warwick undergraduate course does not have a negative impact on future recruitment of students.

- (ii) To integrate HEFP students with the University of Warwick to ensure they do not feel socially isolated or disconnected from Warwick and for students to experience Warwick.

7/2012-13      Key Points from Warwickshire College and Stratford-upon-Avon College

RECEIVED:

- (a) Report from Stratford upon Avon College (HEFP 17/2012-13)
- (b) Report from Warwickshire College 2011-12 (HEFP 18/2012-13)
- (c) Report from Warwickshire College 2012-13 (HEFP 19/2012-13)

REPORTED:

- (i) Stratford College members summarized there are 171 students on the Business Studies and 35 on the Social Science programme and the students have settled in well (HEFP 17/2012-13).
- (ii) Warwickshire College members summarized the students have settled in well, with 15 Science and Engineering students in two groups (9 taking Economics option and 6 taking IT), 6 Biomedical students, 24 Maths and Economics students (HEFP 19/2012-13).

Ms S Starley gave a verbal report for the Law group 12-13 and summarized there were 27 students on the Law programme and 1 withdrawal, totaling 26 current students.

8/2012-13      2013 Statistics

RECEIVED:

- (a) Summary of HEFP statistics up until 31 January 2013 (HEFP 20/2012-13), stating applications are down 17% from last year, but offers are up by 263%.

REPORTED:

- (a) That a representative office has been established in Beijing and the Operations Director will take up her post early in February.

9/2012-13      Business Studies Review: Final Report

RECEIVED:

- (a) The final report of the Business Studies Quinquennial Review (HEFP 21/2012-13)

CONSIDERED:

- (a) The panel was generally impressed with the results the college delivered. The staffs seem to be engaged and aware the changes in Higher Education. The panel also applauded the 100% university placement rate. It was agreed that the teaching team is enthusiastic and good mechanisms are in place to ensure the pastoral needs of the students are met.

10/2012-13 Any Other Business

- (a) Received CV for Sukhninder Panesar (HEFP 22/2012-13) Chair approved Sukhninder Panesar as the HEFP Law external examiner from 2013.
- (b) Received and approved CV for Vicky Panteli (HEFP 24/2012-13) to teach Psychology at Stratford-upon-Avon College.
- (c) Received and approved CV for Helen Armstrong (HEFP 35/2011-12) to teach at Warwickshire College.
- (d) Received and approved CV for Cleo Tilley (HEFP 37/2011-12) to teach English at Warwickshire College.
- (e) Received and approved CV for Shirin Rink (HEFP 39/2011-12) to teach English at Warwickshire College.
- (f) The Board gave thanks to Ms Nuttall who has finished working on the HEFP after 20 years involvement. The Board thanked Ms Nuttall for her long service to the HEFP and for her contribution to the English & Study Skills and Social Science programmes.
- (g) Changes made to English and Study Skills coursework from four pieces to three pieces to make it more comprehensive. The move to IELTS rather than the HEFP English exam means there can be higher focus on study skills.
- (h) That an A\* Maths grade should be available in assessment of HEFP programmes and this could be in relation to overall percentage on final transcripts issued. The possibility of moving the grading convention is to be considered across all programmes.
- (i) The Board welcomed Mr T Such to the Board of Studies.
- (j) Date of the next meetings confirmed as 5 July 2013 at 9.30am.

CONSIDERED by Chair's action:

(k) The CV for the Social Science external examiner: Dr Oliver Daddow

RESOLVED:

(l) That Dr Oliver Daddow be approved by Chair's action as external examiner for the HEFP Social Science programme with immediate effect.

/RC