

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 February 2012

Present: Dr. T McCrisken (Chair), Dr D Britnell, Dr M Joy, Dr K Moffat, Dr J Robinson, Dr G Sharpling, Mr D Fowers, Ms S Starley, Ms R Young, Ms C Wilson, Ms J Preshous,

Apologies: Prof. M Finn, Prof S Jacka, Mr G Palmer, Dr M Skinner, Ms W Chan

In Attendance: Dr I Procter, Mr J Kennedy, Ms H Johnson, Ms D Ning

9/2011-12 Minutes

RESOLVED:

That the Minutes of the Meeting held on 26 October 2011 be approved with the following amendments:

(a) Dr I Procter sent his apology for the last board meeting and was not in attendance.

10/2011-12 Matters Arising on the Minutes

REPORTED:

Minute 3/2011-12 (a) refers: It was agreed that a new HEFP stream in Applied Mathematics offered by Warwickshire College should be introduced for the 2012 entry. It was agreed at the HEFP Science Working Party that in order to attract the right students, the name of the new programme should be Mathematics and Economics instead of Applied Mathematics.

Minute 3/2011-12 (b) refers: The Turnitin Licences have been purchased and the IT Services at Warwick is setting up sub accounts for all the nominated tutors at both colleges.

Minute 8/2011-12 refers: A 'Draft outline for integrated academic skills project paper for HEFP students' was received. Ms S Dammann reported that due to the decision that all HEFP students are to sit the IELTS test at the end of the course, an HEFP English and Study Skills Working Group has met twice to discuss the changes needed to be made to the current year's HEFP English programme

syllabi and student assessments methods and plans for next academic year. It was raised that there is concern over the heavy work load of the English tutors at the colleges. The external examiner for English and Study Skills recommended improving consistency in delivering the English subjects across the two HEFP colleges. In order to do so, the English tutors should be meeting on a more regular basis. However it has proved difficult to arrange the meetings due to lack of availability of the English tutors. It was agreed that the colleges would facilitate the requirement for the HEFP English tutors to attend the meetings and develop the curriculum. It was recommended the English teaching staff from the two colleges meet twice a term to develop consistency across the English programme.

11/2011-12 Staffing

REPORTED:

- (a) CV's were received from: Cathryn Yates and Peter Lavender: both staff were approved to teach on the HEFP.
- (b) Dr Jim Robinson has resigned from the HEFP Board of Studies and as a moderator for HEFP Science/Engineering, and a replacement will be required.

12/2011-12 Annual Report

RECEIVED:

The HEFP Annual Report (paper HEFP 18/11-12) noting:

- (a) 302 students enrolled on the Programme for year 2011-12 generating over £3.7million income.
- (b) The reputation of the HEFP, particularly in China, remains strong and this is demonstrated by the cohort of over 170 students from mainland China, an increase of 10% compared to last year's entry. However due to the withdrawal of a Kazakhstan government scholarship (The Bolashak Scholarship) this year, student numbers from Kazakhstan have dropped. A new agent has been appointed to develop the Kazakh market outside of the Bolashak route.
- (c) During the peak recruitment months, all new HEFP applications had to be put on hold due to complications with a new UKBA policy. It was not clear which category HEFP fell under within the UKBA's policy, so all HEFP CAS's issued had to be withdrawn and no new offers could be made for three weeks while negotiation with the UKBA was undergone. The problem was eventually resolved and the UKBA classified HEFP as a 'Pre-sessional course' and gave the approval to continue the programme as normal.

- (d) 100% of the students on the HEFP have been offered a place on an undergraduate degree.
- (e) The lack of SELT qualifications made the placement task especially challenging this year. A decision was made by the HEFP Board of Studies for IELTS to replace the HEFP English and Study Skills exams as the standard HEFP English exit test. The HEFP English and Study Skills course content is under review.
- (f) A new HEFP in Applied Mathematics taught at Warwickshire College will start from September 2012. The new course is designed to target students who wish to study undergraduate degrees such as MORSE.
- (g) Changes were made to the HEFP admissions policy and students who have already taken examinations that would qualify them for direct entry to a degree in the UK, e.g. A Levels or IB will no longer be considered for the programme due to no demonstration of academic progression.
- (h) An online application system has been introduced to streamline the HEFP application process and reduce the application turnaround time.

RESOLVED:

That the Annual Report for 2011-12 be submitted to the next meeting of Senate.

13/2011-12. Planning

CONSIDERED:

The January HEFP application statistics for the 2012 intake. Current performance indicates:

- (a) Online application system is proving to be popular.
- (b) Overall applications increased by 41%, the numbers look strong across all the five programmes.

REPORTED:

- (a) HEFP recruitment trip will take place to China and Indonesia in March 2012 and HK in February 2012 and July 2012,
- (b) The HEFP brochure is available for 2012 in Chinese and English.

14/2011-12 College Reports:

RECEIVED:

- (a) Reports from Warwickshire College and Stratford upon Avon College indicated that students have settled in well and have been working hard.
- (b) It was raised by both colleges that Warwick is very slow in giving out undergraduate offers compare to other universities. This has caused anxieties among the students. It was agreed that the International Office will liaise with UG admissions at Warwick.

15/2011-12. Any Other Business:

REPORTED:

- (a) HEFP Law Quinquennial Review will take place in February 2012
- (b) HEFP Science/Engineering Quinquennial Review will take place in March 2012
- (c) HEFP Business Studies Quinquennial Review will take place in April 2012

The Quinquennial Review reports will be submitted to the next HEFP Board of Study.

16/2011-12 Date of the Next Meeting

RESOLVED:

The next HEFP Board meeting will be held on 6 July 2012 at 1pm.