

**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 6 July 2012

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Present: Dr T McCrisken (Chair), Dr D Britnell, Mr G Palmer, Dr M Joy, Dr J Robinson, Dr G Sharpling, Dr M Skinner, Prof. S Jacka, Dr K Moffat, Ms R Young, Ms D Ning, Dr L. Gracia

In attendance: Mr D Fowers, Ms S Starley, Dr I Procter, Ms H Johnson

Apologies: Ms W Chan, Ms C Wilson

17/2011-12 Minutes

RESOLVED

That the Minutes of the HEFP Board of Studies held on 3 February 2011 be approved.

18/2011-12 Matters Arising on the Minutes

No matters arising.

19/2011-12 Business Studies Working Party and Examination Board

RECEIVED:

The Minutes from the Business Studies working party (HEFP 23/2011-12) and the Business Studies examination board (HEFP 24/2011-12).

REPORTED:

- (a) Mr Palmer gave an overview of the year and commented on the good, detailed feedback from the student representatives and the high levels of commitment from the staff
- (b) Mr Palmer requested discussion of the request from the Mathematics group of an A\* grade.
- (c) Mr Palmer also put forward Stratford-upon-Avon will be striving to expand its portfolio.
- (d) The Business results were received and both Mr Palmer and the External Examiner were pleased with the marking and the feedback that was given to the students.

- (e) The convention that student's need to gain a mark of above 30% in all exams in order to pass was discussed. This convention effected two students. Yuan Tain gained an overall mark of 41 Fail, as they had a mark of 25% in examination 2 (business studies). Ming Qi Li gained a mark of 51 Fail as they had a mark of 24% in Examination 2 (Mathematics). It was decided as this was a written convention and that were no visible extenuating circumstances that both students mark should remain as a Fail.

RECOMMENDED:

That the convention that student's need to achieve above 30% in examinations 1 and 2 in order to pass be discussed at the cross program working party. Review the written convention on this issue. Both Yuan Tain and Ming Qi Li marks be changed from Pass to Fail.

RESOLVED:

That the Business Studies examination results be approved.

19/2011-12

Social Science Working Party and Examination Board

RECEIVED:

The Minutes from the Social Science working party (HEFP 25/2011-12) and the Social Science examination board (HEFP 26/2011-12)

REPORTED:

- (a) Dr Procter commented that the proceedings had gone well this year.
- (b) Dr Procter requested that the college's consider a competition between the Social Science and Law groups, as this idea had been raised in previous years. He suggested that this should be organised for the beginning of the next academic year.
- (c) It was also raised by Dr Procter that the tutor's at the college still do not have access to the University's library.
- (d) Dr Procter raised the point of grade inflation, commenting that some universities had raised their offers.
- (e) The arithmetic error on the examination results was raised and Dr Procter commented that manual checking of these results would likely lead to human errors.

RECOMMENDED:

That the college replaces or updates their database to avoid these arithmetic errors in the future. That an arrangement is put in place to allow the tutors at the College to access the Universities library, Professor Jacka will raise this issue at Senate.

RESOLVED:

That the Social Science examination results be approved.

19/2011-12 Law Working Party and Examination Board

RECEIVED:

The Minutes from the Law working party (HEFP 27/2011-12) and the Law examination board (HEFP 38/2011-12).

REPORTED:

- (a) Dr Procter reported that the placing of the Economics examination board under the Law examination board was anomalous.

RECOMMENDED:

That the Economics module be examined in the same board as Maths and Economics and Biomedical Science, with the addition of an Economics Lecturer to the board.

RESOLVED:

That the Law examination results be approved.

19/2011-12 Science/engineering and Biomedical Science Working Party and Examination Board

RECEIVED:

The Minutes from the Science/engineering and Biomedical Science Working Party (29/2011-12) and the Science/engineering and Biomedical Science examination board (30/2011-12).

REPORTED:

- (a) Dr J Robinson reported that the results have been excellent this year and that the new External examiner was impressed with the results.

RESOLVED:

That the Science/engineering and Biomedical Science examination results be approved.

19/2011-12 English & Study Skills Working Party and Examination Board

RECEIVED:

The Minutes from the English and Study Skills working Party (31/2011-2012) and the English and Study Skills assessment board minutes (32/2011-12).

REPORTED:

- (a) Dr G Sharpling commented that overall the marks were as expected and that the external examiner was very pleased with the marks, although he would like to see greater standardisation between the colleges.
- (b) The application of Turnitin across the colleges was also commented upon.

20/2011-12 Quinquennial Review

RECEIVED:

An oral report from Business Studies Quinquennial Review.

REPORTED:

- (a) Mr G Palmer reported that the briefing process was well set up but that both the external examiner and he would appreciate written guidelines on their roles. Both of the meetings with the staff at the colleges went well. He was pleased with the 100% placement record and recognised this as a significant achievement.
- (b) Mr G Palmer commented on the student who failed the year due to the fact that they were 15 years old.

RECOMMENDED:

That there should be more team sharing of practice. Also that the college should lead on changes of syllabus and be proactive in doing so. The balance between Mirco and Marcro Economics will be investigated. That the university should review How best to communicate with other colleges about the changes in the HEFP Syllabus. It was also recommended that the University to should review its policy and guidance on students who suffer from panic attacks. That there should be guidance put in place for admissions in terms of age to the colleges.

RECEIVED:

The report from Law Quinquennial Review (33/2011-12)

REPORTED:

- (a) Dr I Procter reported that this went smoothly and was well supported.
- (b) Dr I Procter also commented on the late timing of the offers from the University of Warwick Law school to HEFP Law students. Although it was pointed out that this was an issue across all departments not just law.

- (c) The recognition of the HEFP through the wider University system was raised, as Universities such as St. Andrews and Durham rejected all HEFP students early on.
- (d) Dr I Proctor raised the case of the HEFP student from the previous year who missed two of his exams due to appendicitis and therefore gained a result that was below would the student had hoped for.
- (e) Concerns were raised about the use of Turnitin and the consistency of its use, as well as the training of the staff in the use of this program.
- (f) The chair Dr T McCrisken thanked Mr G Palmer for all of his efforts as Business Studies moderator.

RECOMMENDED:

That staff at the colleges receive further training and support in the use of the Turnitin software, which IT services will be able to provide. Turnitin should also be used across all programs.

A formal meeting between representatives of the HEFP and the school of Law to work through the issues raised by this board, which would also include Andrew Higgins. That policy and guidance be produced on exam conventions for students with special considerations.

RECEIVED:

The report from Science/Engineering Quinquennial Review (34/2011-12)

REPORTED:

- (a) Dr D Britnell has taken over from Dr J Robinson as Science/Engineering moderator and when they met no external moderator had been appointed. Dr D Britnell was very impressed with the colleges and it was reported that the students were satisfied with the course.
- (b) It was reported that offers from the University of Warwick came very late and some students went to other institutions because of this.

RECOMMENDED:

That the IT syllabus of the working party should be reviewed on an annual basis.

REPORTED:

- (a) Dr I Proctor is retiring after being on the HEFP Board of Studies for the past 27 years. A new chair and moderator for the HEFP Social Science is required to replace Dr I Proctor. The Chair thanked Dr I Proctor for all his years of service and his hard work. Dr I Proctor thanked all of the staff at the University and the Colleges.
- (b) Dr J Robinson has resigned from the HEFP Board of Studies and as the chair of the working party and course moderator for HEFP Science/Engineering. Dr D Britnell will be taking over D Robinson's role from the beginning of the next academic year.
- (c) Mr G Palmer has resigned from the HEFP Board of Studies and as the chair of the working party and course moderator for HEFP Business Studies. Warwick Business School nominated Dr Louise Gracia to replace Mr G Palmer whose name is being put forward to the Senate for approval.
- (d) Ms J Preshous has resigned from the HEFP Board of Studies and this is her last year teaching on the HEFP English and Study Skills programme at Warwickshire College. A replacement for Ms Preshous is required.
- (e) Ms C Wilson has resigned from Warwickshire College. A replacement for Ms C Wilson is required.

CONSIDERED:

- (a) CV for Helen Armstrong at Warwickshire College (HEFP 35/2011-12)
- (b) CV for Lynne Clarke to teach Chemistry at Warwickshire College (HEFP 36/2011-12).
- (c) CV for Cleo Tilley to teach English at Warwickshire College (HEFP 37/2011-12).
- (d) CV for Joanne Callaghan to teach English at Warwickshire College (HEFP 38/2011-12).
- (e) CV for Shrin Rink to teach IELTS preparation at Warwickshire College (HEFP 39/2011-12).

RECOMMENDED:

That the course which Helen Armstrong is apply for be provided and that the teaching qualifications of Lynne Clarke be provided. All the other CV's of the other applicants were accepted.

22/2011-12 Planning

REPORTED:

The June 2012 statistics and a brief overview from Ms D Ning, indicating the trends in the recruitment patterns and the action taken to convert the applications. The new HEFP programme Mathematics and Economics was reported to have had a good number of applications.

RECOMMENDED:

That Warwickshire College makes a decision on the continuation of the Biomedical Science HEFP.

23/2011-12 UKBA

REPORTED:

- (a) Ms H Johnson reported that the University had a compliance visit on 17<sup>th</sup> July, which went well. She also thanked the colleges for sending in the monthly attendance reports.
- (b) Ms J Johnson also reported that if any student has withdrawn from a course across the university that the university would be required to obtain the flight details for this student.

RECOMMENDED:

That the colleges highlight any students whose attendance has fallen below 80% and provide the flight details of any students who withdrawn from the course.

24/2011-12 Any Other Business

- (a) Dates of the next meetings:

19 October 2012

1 February 2013

5 July 2013

All meetings will start at 1pm and will be held in the Council Chamber, University House, University of Warwick, unless otherwise stated.

- (b) Ms S Starley reported that they college will be offering the Law group Elmet coaching (critical thinking), this would not be compulsory. This will be taught by Helen Atkins.

/PADR