

**UNIVERSITY OF WARWICK**  
**HIGHER EDUCATION FOUNDATION PROGRAMME**  
**BOARD OF STUDIES**

There will be a meeting of the HEFP Board of Studies on Friday, 2 February 2007 at 1.00 pm, in the Council Chamber, University House, University of Warwick.  
A buffet lunch will be served at 1.00 pm.

C Charlton  
University Secretary

Note: Questions on agenda items or apologies for this meeting should be directed to the Secretary of the Committee, Helen Johnson (75598 or email: [h.j.johnson@warwick.ac.uk](mailto:h.j.johnson@warwick.ac.uk))

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**AGENDA**

1. Minutes

TO CONSIDER:

The Minutes of the Higher Education Foundation Programme Board of Studies held on 27 October 2006. (Attached: HEFP 5/2006-7).

2. Matters Arising on the Minutes

Minute 6/2006-7 Refers:

(a) That the full HEFP syllabi, grading guidelines and supporting documentation had been circulated to the course selectors at Warwick, sets of information had been provided to the admissions team and a briefing session had taken place to inform new staff of the HEFP and the advantage of encouraging offers to the HEFP students.

(b) That the shortened version for external admissions tutors was continuing to be a useful tool in supporting student's applications to universities.

(c) That the Law syllabus had been updated by Ms Starley to ensure consistency across the Social Science and Law descriptors.

Minute 7/2006-7 Refers:

(a) That Dr Procter had received a response from HKUST CL3 regarding Ms Tang's experience and had been satisfied with the response regarding Miss Tang's strong passion for teaching, her very high teaching evaluation from universities in Hong Kong and her motivational skills.

(b) That teacher training in Hong Kong is not mandatory and that graduates from university are able to teach in their disciplines in schools. HKUST select their tutors who have the relevant background and experience with teaching (although not specific teacher training. In Benedict's specific case this amounted to over 6 years of experience in secondary and post-secondary education.

(c) That mid-term assessments of the teaching staff had taken place and were positive (available on file if required).

(d) That an adjusted cv for Mr Tse would be prepared as requested.

(e) That Ms Kwan is the programme leader and would attend the February Board of Studies.

Minute 10/2006-7 Refers: That Stratford upon Avon College had requested an amended start date of 10 September 2007.

3. New Member of Teaching Staff

RECEIVED:

A cv for Delfina Villano to join the HEFP teaching staff in Stratford upon Avon. (copy attached, HEFP 6/2006-7)

4. External Examiner: Law

TO REPORT:

That a new Law external examiner had hopefully now been identified and that the cv would be tabled at the meeting.

5. Updated Reports from the College Staff:

TO RECEIVE:

A report from the programme managers (Stratford upon Avon College, Warwickshire College, Solihull College, HKUST CL3) on the progress of the HEFP in their subject areas.

6. Next Meeting:

Friday, 6 July 2007, 1pm

Venue: Council Chamber, University of Warwick

