

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 17 October 2003.

PRESENT: Professor T Kemp (Chair), Mr D Bryce, Dr K Flint, Mr D Fowers, Dr M Joy, Mr P Harrison, Mr A Naidu, Ms L Nuttall, Dr I Procter, Mr M Reddish, Dr J Robinson, Dr S Robinson, Dr M Skinner Mr P Smart, Dr G Sharpling, Ms J Siddle, Mr H Waldron, Dr X Zhang

IN ATTENDANCE: Mr A Gribbon

Apologies: Dr Y Merali

1/03-04 Membership of the Board and Dates of Meetings

RECEIVED:

Membership of the HEFP Board of Studies for 2003-4, noting that Dr Flint's membership of the Board of Studies had been approved by Senate and that Solihull College's representative Mr Naidu joined the Board for the first time.

2/03-04 Minutes

RESOLVED:

That the minutes of the meeting held on 4 July 2003 be approved.

3/03-04 Matters Arising on the Minutes

REPORTED:

That the matters on the Minutes dated 4 July had been dealt with the exception of Minute 18/02-03 that would be dealt with later in the meeting.

4/03-04 HEFP Annual Report

RECEIVED:

An overview of the HEFP Annual Report for 2002-3, highlighting the major issues throughout the year including examination performance, marketing and progress of the course.

CONSIDERED:

- (a) The rationale for offering scholarships
- (b) The record of students completing a degree at Warwick following the HEFP and the reason why a significant number of students could not be tracked through the system.

REPORTED:

- (a) That scholarships are part of a marketing tool to encourage applications to the HEFP and are awarded following consideration of all applications by a panel of senior academic staff (chaired by Professor Kemp)
- (b) That research into the experiences and progress of students following completion of the HEFP is already under discussion and will take place in 2003/4.

RESOLVED:

To submit the report to the Partnerships & Distance Learning Sub-Committee for the first time, as recommended during the bid process for Solihull College, and to submit a copy of the report to Senate.

5/03-04

Syllabus/Schemes of Work / Reading Lists and Associated Materials

RECEIVED:

- (a) Course Materials
 - (i) British Council handbook including all materials
 - (ii) Social Science
 - (iii) Science / Engineering
 - (iv) Law
 - (v) Business Studies
 - (vi) Chemistry/Biology (still in draft form)
- (b) Cv's for new members of staff who will be teaching on the HEFP in 2003.

CONSIDERED:

- (a) A final, completed copy of the syllabus and associated paper is required annually to ensure accuracy of the material.
- (b) The process for submitting cv's for approval by the HEFP Board of Studies in order to:
 - (i) Enable key moderators to have approved the cv's prior to the Board of Studies.
 - (ii) To be able to approve college staff teaching on the HEFP prior to the staff joining the programme.
 - (iii) To ensure that appropriately qualified staff teach on the HEFP and also that specific requirements are met.
 - (iv) The process for both unexpected staff changes and planned staff changes.

RECOMMENDED:

- (a) That an electronic version of the Business Studies, Social Science, Chemistry & Biology syllabi should be sent to the International Office as soon as possible.
- (c) That the Standard Procedure for the submission of cv's for new teaching staff should be adopted as follows with the non-standard procedure only being used to alleviate short-term staff issues:

Standard Procedure

- (i) Prior to the start of the academic year, college to identify a member of staff to teach on the HEFP
- (ii) Consult with the appropriate moderator at the University.
- (iii) Consideration should be given to suitable qualifications, experience and any other professional qualifications as required (for example, ELT requirements)
- (iv) Send a copy of the cv to the International Office
- (v) International Office to send a copy to the Chair of the Board of Studies

Non-Standard Procedure for Mid-Year Changes/Short-term Cover

- (i) College to identify member of staff to teach on the HEFP
- (ii) Send a copy of the cv (electronic version accepted) to the International Office
- (iii) International Office to send a copy to both the appropriate subject moderator and to the Chair of the Board of Studies.
- (iv) A report of new staff to be submitted to the next Board of Studies

6/03-04

Submission of Assignment Titles / Examination Titles by 1 August

CONSIDERED:

- (a) Whether a system of submitting assignment titles by 1 August was workable
- (b) Whether the system should include just assignment titles or also include examination questions (Part 1 and Part 2 examinations, where applicable)
- (c) Whether a system of assignment and examination titles submitted at the start of the year would result in the system becoming inflexible.

RECOMMENDED:

- (a) That the assignment and examination submission dates should be agreed in advance for all programmes:

Examination question submission date: 15 January

Assignment submission date: 15 September
(including Part 1 exams)
- (b) That the programme manager for each subject would ensure the co-ordination and completion of this task and that a complete set of materials would be delivered to the International Office by the agreed date.

7/03-04

HEFP Transcript

REPORTED:

That at present the final HEFP Transcript does not include the final percentage for each student, only the final banding. University selectors frequently require the actual percentage for subjects and that it would benefit the students through the placement process to have this information immediately available to selectors.

CONSIDERED:

The implications of including a percentage grade on the final transcript, including the possibility that admission tutors may inflate grade requirements.

A vote was taken on the addition of the grade percentage alongside the final banding and passed by the Board 11 votes to 2.

RESOLVED:

That the percentage grade would be included alongside the band (fail, pass, credit, distinction) from 2003/4 and that the grade descriptor would still be provided with each transcript.

8/03-04

Any Other Business

RECEIVED:

A recommendation from the Business Studies moderator that Dr Clare Morris should be considered to act as Business Studies moderator from 2003/4.

RECOMMENDED:

That the Board of Studies recommended that Dr Morris should be invited to act as moderator to the Business Studies foundation programme

Brd-std
HJ