

UNIVERSITY OF WARWICK

HIGHER EDUCATION FOUNDATION PROGRAMME

BOARD OF STUDIES

Minutes of the meeting of the HEFP Board of Studies held on Friday 19 October 2001.

Present: Professor T Kemp (Chair), Mr M Colley, Ms H Orrock, Mr D Fowers,
Dr H Nesi, Dr I Procter, Dr S Robinson, Dr J Robinson,
Dr M Skinner, Dr N Storey

Apologies: Ms L Nuttall, Dr A Price, Ms J Siddle, Mr M Reddish

1/01-02 Membership and Dates of Board of Studies Meetings

RECEIVED:

The Constitution and Terms of Reference for the Higher Education Foundation Programme for 2001/2.

REPORTED:

- (a) That the amendments recommended by the Board of Studies in July had been considered by the Senate and that points (c), (d) and (h) had been approved but that student representation on the Board of Studies had not been approved. (attached HEFP 1/2001-2).

RECOMMENDED:

- (a) That for the Spring Term the Board of Studies should be rescheduled to 1pm to accommodate Mr Reddish, and enable his attendance but that the Summer Term meeting would remain at 2pm.
- (b) That the Summer Term Board of Studies meeting should be rescheduled for Friday 5 July at 2pm.

2/01-02 Minutes

That the minutes of the meeting held on 6 July 2001 be approved.

3/01-02 Matters Arising on the Minutes

RECEIVED:

The cv for the Social Science programme, Dr Robert Macdonald with the recommendation that Dr Macdonald should be appointed as external examiner for the Social Science programme for the academic year 2001-2 for a term of three years.

CONSIDERED:

- (a) That the appointment of a Law external examiner remained outstanding and that Mr Reddish should be requested to recommend appropriate colleagues, and that approval should be given by Chair's Action.
- (b) That a working party to consider English and Study Skills essay titles should be arranged by Dr Nesi for November.

4/01-02

British Council, Hong Kong Proposal

RECEIVED:

A report on Dr Robinson's visit to the British Council, Hong Kong, (HEFP 7/2001-02) and the proposal from the British Council, Hong Kong to deliver the HEFP (HEFP 8/2001-02).

REPORTED:

That the Working Party convened to consider the proposal to deliver the Business Studies HEFP in Hong Kong from September 2002 (Dr Procter, Dr Skinner and Dr Robinson) had met on 10 October.

RECOMMENDED:

- (a) That additional evaluation should be undertaken of the English & Study Skills course delivery by Dr Nesi, and the recommendations circulated to the Hong Kong Working Party and the Chair.
- (b) That the British Council, Hong Kong should be notified that delivery of the Business Studies programme at Stratford upon Avon College, allocated four hours to the main subject areas and 6 hours to English and Study Skills. Tutorial times allocated included 1 hour for academic tutorial and one additional tutorial hour. It should also be confirmed to the British Council that the 30 weeks tuition included 3 weeks allocated to examination matters.
- (c) That a working party should be convened to consider the proposal of an Academic Director to co-ordinate curriculum development between the current teaching college and the proposed overseas institutions, in view of Dubai and Hong Kong being possible new ventures for September 2002.

RESOLVED:

- (a) That the proposal to deliver the HEFP in Business Studies should be recommended to the Partnership and Distance Learning Committee, which meets on 2 November.
- (b) That the challenges posed by the growth of the overseas projects should be considered at a working party consisting of Professor Kemp, Mr Fowers, Dr Procter and Dr Robinson.

5/01-02

Grading Guidelines

RECEIVED:

The revised grading guidelines (HEFP 3/2001-2) for the HEFP.

CONSIDERED:

The grading guidelines should be adopted with the following amendments:

- (a) That the word 'minimum' should be deleted from the Credit Grade paragraph.
- (b) That the numerical bands should be added to the English and Study Skills grading guidelines
- (c) That the grading guideline should be amended to include the recommendation of the Board of Studies meeting of 6 July 2001 that "from 2001/2 a 'pass' grade would require 30% in the assessed work and 30% in the examination to secure a 'pass' grade overall".
- (d) That the Distinction grade of 65% was considered too low by the Science/Engineering representative in view of the predicted achievements by students from China.

RECOMMENDED:

- (a) That the grading guidelines should be accepted with the above amendments.
- (b) That a review of the mathematics grade should take place following one further year of a high proportion of students from China.

6/01-02

HEFP Course Syllabi

RECEIVED:

- (a) Syllabi for the Business Studies and Social Science courses.
- (b) CV's of new teaching staff from Stratford upon Avon College and Warwickshire College.

CONSIDERED:

- (a) That the Business Studies and Social Science syllabi should be amended to include a section on 'recommended reading' to develop bibliographic skills.
- (b) That the Science/Engineering and Law syllabi should be submitted following the half term break and that the Board would delegate the approval of the syllabi to a sub-group consisting of Dr Procter, Professor Kemp, Mr Reddish (Law) and Dr Storey and Dr Price (Science).

RECOMMENDED:

- (a) That for the October 2002 Board of Studies meeting, all syllabi and cv's of new teaching staff on the HEFP should be submitted to the Board secretary two weeks before the meeting to enable circulation to all committee members.
- (b) That the cv's of the new teaching staff should be circulated to all members of the Board and, if necessary, comments returned to the HEFP Board secretary.

7/01-02

Changes of Committee Members to the HEFP Board of Studies

REPORTED:

- (a) That Dr Hall had resigned from the University.
- (b) The nomination of Dr Robinson, Physics to the HEFP Board of Studies.
- (c) The resignation of Dr Botchway from the HEFP Board of Studies.
- (d) The nomination of Ms J Siddle, Law to the HEFP Board of Studies.
- (e) The nomination of Mr J Reddish, Law to the HEFP Board of Studies.
- (f) The nomination of Mr Mel Colley and Ms H Orrock as the representatives from Warwickshire College.

RESOLVED:

That Dr Robinson, Ms Siddle, Mr Reddish, Mr Colley and Ms Orrock should be recommended as HEFP Board of Studies members to the University Senate.

8/01-02

Placement List

RECEIVED:

The placement list for the HEFP students noting the high level of placement and the good spread of universities.

9/01-02

Registrations

REPORTED:

That the student numbers had increased from 159 registrations in September 2000 to 249 in September 2001, noting that the significant increase had been due to the number of Chinese applications.

CONSIDERED:

- (a) The cultural impact on the course.
- (b) The restriction on ability to make 'late' offers due to the courses being filled by July 2001, predominantly from Chinese applicants.
- (c) The strategy for recruitment for entry in September 2002.

RECOMMENDED:

- (a) That to preserve the cultural diversity of the course, if possible, no more than 80% of the course should be from one nationality group.
- (b) Consideration should be given to 'late' applications from the non-dominant countries.

10/01-02 Business Studies Review

REPORTED:

That the Five-Yearly review of the Business Studies programme was due this academic year.

RECOMMENDED:

That a review panel consisting of the Business Studies moderator, one representative from Warwickshire College and one further member of staff from the Warwick Business School should be invited to form the review panel.

11/01-02 Any Other Business

REPORTED:

That the external examiner for the English and Study Skills course had resigned from his post at the University of Birmingham and was now working on a free-lance basis.

CONSIDERED:

- (a) Whether an external examiner could remain in post if he/she was working on a free-lance basis.
- (b) Dr J Taylor, Examinations Office, had confirmed that an external examiner, working on a free-lance basis would still be eligible and could remain in post.

RESOLVED

To invite the current external examiner to continue in his post on the English and Study Skills programme.