

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 1 February 2002.

Present: Professor T Kemp (Chair), Mr M Colley, Mr D Fowers, Dr H Nesi,
Ms L Nuttall, Ms H Orrock, Dr A Price, Dr I Procter, Dr S Robinson
Ms J Siddle, Dr M Skinner

In Attendance: Mr A Gribbon, Ms H Johnson

Apologies: Dr J Robinson

12/01-02 Minutes

CONSIDERED:

That the Minutes of the meeting held on 19 October 2001 be approved.
(HEFP 10/01-02).

13/01-02 Matters Arising on the Minutes

- (a) That Dr G Slapper, Open University, had been appointed as the external moderator for the HEFP Law course commencing in 2002.
- (b) Minute 6/01-02 – That the cv's from Warwickshire College were suitable but with the following recommendations:
 - (i) That Mr Glendenning should resubmit his cv with a short resume of his teaching experienced included on the cv submitted to the Board.
 - (ii) That it was understood that Mr Norris was working towards an appropriate EFL teaching certificate, and that it was recommended that Ms Buxton (Warwickshire College) should contact Dr Nesi regarding the suitable level of qualification.
- (c) Minute 9/01-02 – that the Science/Engineering working party had requested that the Board of Studies clarify the recommendation with regard to a limit of 80% of the student cohort from one nationality.

CONSIDERED:

- (i) University placement following the HEFP from a large nationality group.
- (ii) That some students, particularly from PR China, submit applications early in the application process and that places later in the year may be full.
- (iii) That the growth of the Chinese market may change in the future.

- (iv) That strategies to encourage non-Chinese students should actively be pursued.

RECOMMENDED:

That rather than a rigid percentage of nationality group, flexibility in consideration of the applications should be applied to encourage a heterogeneous cohort.

- (d) Minute 20/00-01 (iii) Pass Grade on all subjects of the HEFP

CONSIDERED:

- (i) The Science/Engineering working party had requested that the Board of Studies confirmed whether the 30% requirement in both assessed and examination work in order to achieve an overall 'Pass' grade was applicable to the Business Studies course or to all components of the programme.

RESOLVED:

- (i) That the 30% requirement in both assessed and examination work in order to achieve an overall 'Pass' grade was applicable to all components of the programme and that students should be made aware of this.
(Documentation previously circulated to both colleges in the Governance and Administration – Academic and Administrative Procedures, and revised Grading Guidelines).

14/01-02

Working Parties

CONSIDERED:

- (a) Law: a draft reply to Professor Campbell in reply to his final report in the position of external examiner for the Law course.

RECOMMENDED:

- (a) Law: That the reply HEFP 12/01-02, be signed by Professor Kemp as Chair of the Board and sent to Professor Campbell.

CONSIDERED:

- (a) English & Study Skills: In an attempt to raise the language skills of the students, the English & Study Skills Working Party recommended that the entry level offer should be amended to include:
 - (i) IELTS 5.5, to include Writing at level 5.
(current entry level is an overall band of IELTS 5.5 with no stipulation on the Writing level).
 - (ii) Warwick English Language Test (WELT), at level CCC in place of CCD+.

RECOMMENDED:

- (a) That the English entry and exit grades for 2000/2001 are available in the International Office and will be circulated on request (approximately 30 pages). A short analysis of entry and exit grades for 2000/2001 will be prepared and circulated to the Board.
- (b) That a report for 2001/2 would be prepared indicating a breakdown of the language component, country of examination and nationality of those students who had been identified at the above working party as requiring additional support.
- (c) That the language entry level will be reassessed following consideration of points (a) and (b) and the performance of the current cohort.

14/01-02

Overseas Developments

REPORTED:

- (a) That the British Council, Dubai had started to market the Business Studies programme with a view to commencing teaching in September.
- (b) That the British Council, Hong Kong were still undergoing the final assessment stages necessary in Hong Kong, and still expected to commencing teaching in September.
- (c) That BITE, Kuwait were still at the contractual negotiation stage and may possibly start teaching in September.
- (d) That a letter had been sent to Professor Dyson regarding the post of an overseas Business Studies moderator and requesting possibly nominations.

15/01-02

Annual Report for 2001/2

RECEIVED:

- (a) The Annual Report (HEFP 13/01-02) for the academic year 2001-2 and an oral report from the programme administrator outlining the main features of the period, including:
 - (i) Significant increase in student number, notably in Science/Engineering and Business Studies.
 - (ii) Marketing strategy
 - (iii) Placement at UK universities of the 2001 cohort, at a good range of universities and that the 100% placement record had been maintained.
 - (iv) Change of teaching college from Coventry Technical College to Warwickshire College for Science/Engineering and Law students.
 - (v) Student feedback via the End of Year questionnaires.

RECOMMENDED:

That the Board welcomed the presentation of the Annual Report and recommended that the report be submitted to Senate.

16/01-02

Future Projects

REPORTED:

That the possibility of a new branch of the HEFP in Biological Sciences was currently being considered, although market research was still at a very early stage.

HEFP/Brd-std/HJ