

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 22 October 2010.

Present: Prof. R Higgott, Dr D Britnell, Dr M Joy, Dr J Robinson, Dr G Sharpling;
Dr T McCrisken, Ms L Nuttall, Ms S Starley, Ms C Wilson, Ms R Young,

In attendance: Mr D Fowers, Ms D Ning , Dr I Procter

Apologies: Ms W Chan, Ms Y Merali, Ms J Preshous, Ms E Shale, Dr M Skinner,

1/2010-11 Membership

REPORTED:

Membership of the HEFP Board of Studies for 2010-11; Ms Young and Ms Wilson were welcomed by the Chair and it was noted that Dr Flint had retired from the University and that Dr Moffatt, Life Sciences would be proposed as Dr Flint's replacement on the Board (HEFP 1/2010-11).

2/2010-11 Minutes

RESOLVED:

That the Minutes of the Meeting held on 8 July 2010 be approved with the following amendments:

- (a) Dr Procter should be recorded as '*in attendance*' on the 8 July minutes and not as '*present*'.
- (b) Minute 25/2009-10 (iv): That Mr Leng's name be amended in the *Law Working Party* minutes.

3/2010-11 Matters Arising on the Minutes

REPORTED:

Minute 18/2009-10 refers: That a revised CV for Ms Allen is no longer required as Ms Allen no longer teaches on the HEFP at Stratford-upon-Avon College.

Minute 24/2009-10 (i) refers: That confirmation level for entry to MORSE is still outstanding however the information has been requested and the response will be communicated as soon as received (HEFP 4/2010-11).

Minute 24/2009-10 (iii) refers: That Professor Jeffrey Johnson, Open University be approved as the external examiner for the Business Studies stream.

Minute 26/2009-10 refers: That by request of Ms Chan (Law moderator), Mr Keith Uff external examiner for the Law programme will be in post as the external examiner for a period of 3 years (confirmed through Chair's action).

Minute: 31/2009-10 refers: That the draft plagiarism guidelines will form part of the English & Study Skills review in the autumn term 2010.

Minute 34/2009-10 refers: That the Economics module for the Science/Engineering programme had been streamlined into the moderation process for the Economics module of the Law programme (both programmes delivered at Warwickshire College).

4/2010-11 Syllabi

RECEIVED:

A copy (electronic copies) of the syllabus for each stream of the HEFP to serve as a permanent record of the syllabi on an annual basis and for use with admissions tutors, both at Warwick and external universities (HEFP 6-10/2010-11).

5/2010-11 Staffing

CONSIDERED:

CV's for new staff to the HEFP:

- (a) Miriam Schwiening, English & Study Skills, Warwickshire College
(HEFP 11/2010-11)
- (b) Rita Young, Programme Manager, Stratford-upon-Avon College
(HEFP 13/2010-11)

REPORTED:

That a CV for Deepak Singh Bhachu, had been provisionally approved by the Sociology moderator (Dr Procter) and that the CV would be included in the 4 February 2011 Board of Studies papers.

RESOLVED:

- (c) That the CV for Ms Young be approved.
- (d) That the CV for Ms Schwiening be approved subject to confirmation of her professional experience (confirmed over 10 years of experience 25/10/10: CV available on file).

- (e) That Deepak Singh Bhachu's CV be submitted to the 4 February 2011 Board of Studies.

6/2010-11 Key Points from 2009-10 Recruitment

CONSIDERED:

A paper from Ms Johnson outlining the recruitment for 2010-11 and the University placement activities for the 2009-10 cohort, noting:

- (a) That 334 students had been recruited to the HEFP which is the best year so far for the Programme (HEFP 12/2010-11)
- (b) That although all students received university placements for 2009-10, over 80 students had at one stage entered Clearing (significantly from the Business Studies stream) and that further work would be recommended to advise students on the range of universities across the UK and the importance of both the firm and insurance choices. A series of visits will be arranged by Ms Ning to support the colleges' UCAS activities.

7/2010-11 Reports from Warwickshire College and Stratford upon Avon College:

RECEIVED:

- (A) A report from Ms Wilson indicating that:

53 students were on the Science/Engineering stream, taught in 3 groups. 2 groups of the student would follow the IT option and 1 group would follow the Economics option (HEFP 15/2010-11).

6 students on the Bio-Medical stream.

- (B) A report from Ms Starley indicating that:

40 students were on the Law stream, taught in 2 groups. The students were very bright and a pleasure to teach. Trips had been organized to the Old Bailey and Birmingham Crown Court. A group of students from the previous year and presented on '*things we wish we had known*', which had been very useful for the new students.

- (C) A report from Ms Young indicating that:

195 students were on the Business Studies stream, taught in 10 groups, with 40 students on the Social Science stream, taught in 2 groups. The term had started with a Welcome evening and a series of diagnostic tests, future events would include a talk from Cadbury's marketing team, a trip to the Old Bailey. The local MP had been invited to talk to the students and to work with the students on market research (HEFP 14/2010-11).

8/2010-11 Planning

CONSIDERED:

Potential group sizes and maximum recruitment across the HEFP for 2010/11:

REPORTED:

- (a) Law 40 (2 groups)
- (b) Science/Engineering 80 (4 groups)
- (c) Bio-Medical 12 (1 group)
- (d) Social Science 40 (2 groups) potentially +
- (e) Business Studies: 200 (10 groups) potentially +

The above figures are maximum numbers for the streams (Bio-Medical stream is unlikely to exceed 12 in the second year), however, the facilities at the colleges including teaching resources and accommodation must also be considered.

Work will be undertaken with the overseas officers to assess the market for 2011 entry at foundation level and monthly statistics from January 2011 onwards will be produced to assess the trends and potential demand, including consideration of placement of a very significant group into UK universities for September 2011.

9/2010-11 Any Other Business

There being no further business, the meeting concluded.

The date of the next meeting is 4 February, 1pm, Council Chamber.

/HJJ