

UNIVERSITY OF WARWICK
HIGHER EDUCATION FOUNDATION
BOARD STUDIES

Minutes of the meeting of the Higher Education Foundation Programme Board of Studies held on 2 July 2004.

Present: Professor T Kemp (Chair), Mr D Bryce, Mr D Fowers, Dr K Flint, Dr M Joy, Mr P Harrisson, Ms Y Merali, Mr N Parma, Ms L Nuttall, Dr I Procter, Mr M Reddish, Dr J Robinson, Dr G Sharpling, Mr P Smart, Ms J Siddle, Ms S Stephens, Mr H Waldron, Dr XP Zhang

In Attendance: Mr A Gribbon

Apologies: Dr H Nesi, Dr M Skinner

15/03-04 Minutes

RESOLVED:

That the Minutes of the meeting held on 30 January 2004 be approved.

16/03-04 Matters Arising on the Minutes

RECEIVED:

- (i) An oral report regarding the situation with the British Council, Hong Kong and the possibility of linking to a new partner for the academic year 2005/6.
- (ii) An oral report from Mr Gribbon on the possibility of a partnership in China in the Sciences in order to work closely with the links recently established with the WMG and Suzhou Business Park in China.

RECOMMENDED:

- (i) That a working party of Ms Y Merali, Dr Procter, Dr Sharpling/Dr Nesi, Professor Kemp and Ms H Johnson be arranged to discuss the options.
- (ii) That the Board of Studies would review the possibility of an additional link in the next academic year when full consideration had been given.

17/03-04 New Teaching Staff to the HEFP

RECEIVED:

- (a) English & Study Skills cv's for:
 - (i) Carlos Rodriquez Mazaira

Recommended that Warwickshire College confirm whether Mr Rodriguez Mazaira is currently working towards the ELT Diploma.

- (ii) Joanna Preshous
- (iii) Mark Brooke
- (iv) Kevan Cummins
- (v) Michael Bowles
- (vi) Katherine Senior
- (vii) Philomena Cullen

were suitably qualified and with relevant experience and could be recommended to teach on the HEFP.

- (b) Economics cv's:
Gan Bee Lye: Approved.
James Matthews (possible reserve for Economics): Approved.
- (c) Sociology cv's:
Mary Carney: (possible reserve for Sociology): Approved.
- (d) As the English teaching staff would all be newly appointed for 2004/5, it was recommended that the assignments and examinations continued to be set in Stratford upon Avon (discussed and agreed at the English & Study Skills examination board).

18/03-04 New Moderator for the English & Study Skills

RECEIVED:

CV for Dr J Rees, University of Birmingham.

RECOMMENDED:

That Dr Rees be invited to act as moderator on the English & Study Skills component of the HEFP from September 2004.

19/03-04 Chemistry/Biology

RECEIVED:

An oral report from the Chair and internal moderator indicating that following consultation with Solihull College, minor changes would be made to the syllabus for implementation in 2004/5.

20/03-04 Examination Grades

RECEIVED:

- (a) Business Studies

An oral report from Ms Y Merali indicating that the Business Studies Board had gone well and that the external examiner had been impressed with the general standard.

Issues arising:

- (i) The method for assessing a student who did not take the examinations/assessments due to documented ill health.
- (ii) The possibility of implementing Regulation 12 regarding Absence for Medical Reasons from a University Examination for First Degrees.
- (iii) Implementation of the 30% rule that requires a student to achieve at least 30% from the examinations and 30% from the coursework grades.
- (iv) That the following grades be amended to conform with the Grading Guidelines recommendation of a minimum of 30% in the examinations:
 - Karen Cheung: Part 1 and Part 2 examinations grade: Average: 28.6%
Recommend: Mathematics Fail
 - Xin Xin Guo: Average Part 1 and Part 2 examinations grade: 24.5%
Recommend: Mathematics Fail
 - Sun Hwa Lee: Part 1 and Part 2 examinations grade 24%
Recommend: Mathematics Fail
 - Ahmed Taqi: Part 1 and Part 2 examinations grade: 31%.
Recommend: Remain on 51% Credit
- (v) Dyslexia: the method for assessing possible cases of dyslexia if not previously diagnosed in the student's own country.
- (vi) Moderation Process:
 - (a) A sample of the first assessments and Part 1 examinations to be exchanged between Hong Kong and Stratford upon Avon College, and the external examiner to receive a sample of work from each college.
 - (a) Second assignment: an exchange of a small sample of scripts to ensure parity of standard.
 - (b) Internal and external moderator to review assignments and examination scripts as standard practice.

RECOMMENDED:

- (i) That the October Board of Studies review the method for assessing students who for medical reasons were unable to sit the final examinations.
- (ii) That the Examinations Office be contacted regarding clarification and implementation of Regulation 12.
- (iii) That the 30% rule be more explicit in stating whether the rule applies to 'examinations' or just to the final summer examinations.

RESOLVED:

That the Business Studies examination grades be approved by the HEFP Board of Studies.

(b) Social Sciences

RECEIVED:

- (i) An oral report from the Social Science moderator.
- (ii) Provisional Social Science examination grades.

CONSIDERED:

- (i) The procedure for a student who has been unable to sit for the final examinations due to medical reasons. (Also see the Business Studies report).
- (ii) Procedure for addressing the examination results of students due to medical absence.
- (iii) Timing of examinations and internal moderation for 2004/5.
- (iv) Recommendation that Professor MacDonald serve a 4th and final year as external examiner.

RECOMMENDED:

- (i) That in the case of the student under consideration, the results be reported to the placement universities (Firm and Insurance) and the supporting letters from the tutors be made available to admissions tutors.
- (ii) That a procedure for addressing the issue of a student who is unable to sit the final examinations due to medical reasons be discussed at the October Board of Studies.
- (iii) That subject to an increased level of feedback on student assignments, and subject to satisfactory Part 1 examinations, the need for additional moderation between Hong Kong and Stratford upon Avon College be discontinued.
- (iv) That, if possible, additional time should be allowed between the marking of scripts and the examination board (this will depend on internal/external examiner commitments).
- (v) That Ms Adejede had taken the Part 1 Politics examination (not reported at the Social Science examination board), and that the grade be included on her record.
- (vi) That Professor MacDonald be invited to serve a 4th and final year as Social Science external examiner.

RESOLVED:

That the Social Science examination grades be approved by the HEFP Board of Studies.

(c) Law

RECEIVED:

- (i) An oral report from the Law moderator indicating that both the internal and external Law boards had gone smoothly and that the internal board was a system that had proved of great benefit in considering grades and borderline candidates.
- (ii) Provisional Law grades.

CONSIDERED:

- (i) A recommendation from the Law Examination Board that Professor Slapper be invited to serve a 4th and final year as Law external examiner.
- (ii) Phil Harrisson would leave his post as Law co-ordinator at the end of the academic year and the Board expressed its thanks for his contribution to the programme at Warwickshire College.

RECOMMENDED:

- (i) That Professor Slapper be invited to serve a 4th and final year as the Law external examiner.
- (ii) That the cv of Mr Harrisson's replacement be sent to the Law moderator as soon as available and that as the intended replacement was already known to the University, approval would be given by Chair's action.

RESOLVED:

That the Law examination grades be approved by the HEFP Board of Studies.

- (c) Science/Engineering

RECEIVED:

An oral report from the Science/Engineering moderator (Dr Robinson) and the provisional examination grades.

RESOLVED:

That the Science/Engineering examination grades be approved by the HEFP Board of Studies.

- (d) Chemistry/Biology

RECEIVED:

An oral report from the Chemistry/Biology moderator and the provisional examination grades.

RESOLVED:

That the Chemistry/Biology examination grades be approved by the HEFP Board of Studies.

(e) English & Study Skills

RECEIVED:

An oral report from the English & Study Skills moderator and the provisional examination grades for all of the HEFP.

CONSIDERED:

The use of digital recording for the Listening part of the English & Study Skills examination.

RECOMMENDED:

That the colleges look into the process for digital recordings and this will be followed up during the English & Study Skills working party.

RESOLVED:

That the English & Study examination grades be approved by the HEFP Board of Studies.

22/03-04

Any Other Business

There being no further business, the meeting concluded at 3.30pm.

HJ