

**SCOTTISH UNIVERSITIES ASSOCIATION FOR LIFELONG LEARNING (SUALL)
ADMINISTRATION SUB-COMMITTEE**

A meeting will be held on Friday 27 January 2006 at 10.30 a.m. at University of Dundee, Room 1.35, Baxter Conference Suite, First Floor, Tower Building, University of Dundee, Nethergate, Dundee, DD1 4HN

Maps can be found at www.dundee.ac.uk/general/travel.htm

You are advised to travel by train, though there are city car parks nearby.

At 10.30 a.m. Alison Swanson, Part-time Degree Manager at the University of Stirling will be presenting on "Re-Launching the Evening Degree Programme: What's involved"

Coffee will be available for the meeting from 10.00 a.m. and a light lunch will be served at 12 noon for the business meeting.

AGENDA

- 1 Apologies
- 2 Minutes of the previous meeting held on 28 October 2005 SUALL ADMIN(05)minutes3
- 3 Matters arising from the minutes
- 4 UALL Administration Network Conference 2006
- 5 Website
- 6 Modernisation: job evaluation for part-time tutors
- 7 Open forum and updates from universities
- 8 Future topics
- 9 Any other business
- 10 Venue, date and time for next meeting
9 June 2006, Open University, Edinburgh