

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

A meeting will be held on Friday 2 June 2006 at 11.00 a.m. at the Open University in Scotland, 10 Drumsheugh Gardens, Edinburgh EH3 7QJ. Tel 0131 226 3851. The meeting will be held in Meeting Room 1, but please report to Reception in the first instance.

You are advised to travel by train as parking is difficult. Maps can be found at <http://www3.open.ac.uk/contact/maps.aspx?contactid=11>

At 11.00 a.m. Margaret Mill from Napier University will be presenting on “Credit Rating as Academic Brokerage”.

Coffee will be available for the meeting from 10.30 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 27 January 2006 SUALL ADMIN(06)minutes1
- 3 Matters arising from the minutes
- 3.1 Attendance: survey of members
- 4 UALL Administration Network Conference 2006 – Feedback SUALL ADMIN (06) 1
- 5 HESA Statistics - new fields for student return
- 6 Holiday pay for part-time tutors
- 7 Part-time Forum at Paisley - feedback on funding for learning
- 8 OU Diversity Pack - information about routes into FE and HE for members of ethnic minorities, migrant workers, refugees and asylum seekers
- 9 Office Bearers - planning for 2007/08
- 10 Open forum and updates from universities
- 11 Future topics
- 12 Any other business
- 13 Venue, date and time for next meeting
To be advised