

**Scottish Universities Association for Lifelong Learning (SUALL)
Administration Sub-committee**

**Unapproved Minutes of the meeting held on 21 January 2005 at Learn Direct Scotland Office,
Glasgow**

Present:

Dorothy Christie, University of Stirling (Secretary)
Angela Cowan, University of Stirling
Alison Crookston, The Open University
Theresa Hoare, University of Glasgow (Chair)
Sherrey Landles, Edinburgh College of Art
Jill Mackay, University of Dundee
Keith Mackle, University of Dundee
Alix McDonald, University of Strathclyde
Helen McWhirr, University of Glasgow
Margaret Mill, Napier University
Donald Paterson, University of Aberdeen
Alec Rougvie, University of St Andrews
Raymond Thomson, University of Strathclyde

Apologies:

Jackie Blake, Paisley University
Averill Gibb, The Open University
Alison Nimmo, Glasgow Caledonian University
Jill Thomson, Scottish Agriculture College

Presentation by Learn Direct Scotland staff

The business meeting was preceded by a talk from LDS staff.

- Overview of leardirect scotland and the National Learning Opportunity Database (NLOD) by Rebecca Holland, Learning Information Specialist
- Working together to achieve best results by Lesley Baird, InfoServices Manager
- Managing the Information – PROMT (**P**rovider **O**pportunity **M**anagement **T**ool) by Sandy Smith, Learning Information Manager
- Introduction to ILA Scotland Scheme and Future Developments by Sandy Smith

1 **Minutes of the meeting of 22 October 2004** UACE(S)ADMIN(04) minutes3

Approved.

2 **Matters arising from the minutes**

None.

3 **SUALL Administration Sub-committee: Constitution** SUALL ADMIN (05)01

Approved.

4 **Report from SUALL Council**

- Jean Barr (University of Glasgow) and Julie McAndrews (University of Aberdeen) will serve on UALL Council, plus Keith Mackle as Secretary to SUALL. SUALL has yet to decide who will serve on UALL Executive, with representation depending on how many Scottish HEIs join UALL.
- Alex Neil is to be Chair of SUALL for one further year.
- Fiona Andrews has replaced Hazel Knox as Chair of the Widening Participation in Higher Education Sub-Committee.
- The Research Committee is shortly to have its first meeting.

5 **UALL Administration Network conference 2005**

SUALL ADMIN (05) minutes1

A brief report was given on progress to date, and the draft programme circulated for comment. Once the workshop programme has been completed, members will circulate it to community and other contacts.

6 ILAs – update

Universities Scotland (US) had set up a meeting with the Executive to identify the blocks in the system discouraging registration by HEIs. This meeting was attended by the Chair (representing SUALL) and the Principal of Glasgow University (representing US). The meeting had concluded that there could be a significant business risk for HEIs and it is for each institution to assess how involved they want to be. So that informed decisions can be taken, an HE sector specific workshop will be held in February.

7 Website

The SUALL website is to be launched at the next SUALL meeting in February at the Scottish Parliament. Thanks were extended to the Website Group and the designer for their contribution to the excellent site. SUALL headed paper will be designed to match.

8 Open forum and updates from universities

- The Centre for Research and Development in Adult and Lifelong Learning (CRADALL) at the University of Glasgow would be officially launched on 14th February with an event involving a number of national and international guest speakers.
- Community Access to Mainstream Learning (CAML) has been launched at Stirling.
- Aberdeen has a new website.
- Lindsey Hewitt of the Open University has been appointed as Widening Participation Coordinator to work with all fora.
- Dundee is launching Community Access to Lifelong Learning (CALL) in February.
- Strathclyde preparing its third summer programme. The 2004 programme showed a 60% increase on previous year. Creative Writing is to be offered online.
- There has been no significant change to structure at Napier following the review; the Department of Lifelong Learning will maintain its current four units. The university is looking at a new model for race relations.
- Edinburgh College of Art (ECA) is undergoing a new validation with University of Edinburgh; this will include the part time degree run by the Centre for Continuing Education. Two heads of school from Edinburgh University have been seconded to ECA to investigate a new structure for the college. A Certificate in Higher Education in Creative Industries is to be offered jointly with Napier University.

9 Future topics

It was agreed that the next meeting would be just a business meeting, with perhaps a follow-up from the conference and a discussion of the SHEFC Review of Widening Participation report. It will be held at Napier University at 11 am on 17 June 2005.

10 Any other business

None.