

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

Unapproved Minutes of the meeting held on 27 January 2006 at University of Dundee

Present:

Jackie Blake, Paisley University
Dorothy Christie, University of Stirling (Secretary)
Angela Cowan, University of Stirling
Theresa Hoare, University of Glasgow (Chair)
Keith Mackle, University of Dundee
Margaret Mill, Napier University
Donald Paterson, University of Aberdeen
Alec Rougvie, University of St Andrews
Jill Thomson, Scottish Agricultural College
Alison Swanson, University of Stirling

Apologies:

Susan Cooper, The Open University
Averill Gibb, The Open University
Aileen McGuigan, University of Dundee
Helen McWhirr, University of Glasgow
Alison Nimmo, Glasgow Caledonian University
Claire Wylie, University of Glasgow

PRESENTATION

Alison Swanson, Part time Degree Manager at the University of Stirling, addressed the group on “*Re-launching the Evening Degree Programme: what’s involved*”. Alison outlined the origins of the programme, its mainstreaming and now re-configuration with a revised funding model, the current context in the light of university re-organisation, and plans for the re-launch, including marketing, student profiling, student advising.

The Powerpoint presentation is available on the SUALL website, in the Administration Sub-committee webpages.

1 Minutes of the previous meeting held on 28 October 2005 SUALL ADMIN(05)minutes3

Approved, subject to removal of reference to Vice-Chair in Item 6.

2 Matters arising from the minutes

2.1 ILAs

The ILA Scotland HE Working Group had met for the first time on 30 November 2005, and a further meeting is due in the last two weeks of April 2006. A minute has not yet been issued but a number of matters were reported:

- o Almost all universities have registered as providers, including Heriot Watt, Napier, Queen Margaret, Robert Gordons, Glasgow, Paisley, Strathclyde, Edinburgh, Bell
- o 23,000 accounts have been opened but only 11,000 learners have booked courses
- o Scottish Executive are evaluating learners’s experience; two surveys will be done, one for the Means Tested ILA and one for the Universal; providers and intermediary organisations are also to be surveyed; a further policy review will look at the Definition of Eligible Learning
- o Laura Barjones is undertaking a complete review of support for part time learners for the Scottish Executive

University members proposed a number of changes including:

- o Extension from 45 to 60 days of the allowable time to claim against learning tokens
- o SE have been asked to review the wording on the token as the instructions to students to hand in to the course provider could be clearer
- o They were also asked to look at course start dates, and a flexible start date was proposed

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Members reported operational issues, including:

- Courses should be registered on the National Learning Opportunities Database (NLOD) as modular to facilitate the use of annual ILA
- The ILA runs from opening of account, so there can be problems with timing
- Advice on courses eligible for the Universal ILA is not sufficiently clear

3 UALL Administration Network Conference 2006

Arrangements are well advanced for the conference to be held at National University of Ireland: Maynooth from 22-24 March.

4 Website

Noted that the website requires regular maintenance and updating in order to enhance SUALL's profile. It was suggested that a named person is required to monitor the website (e.g. Secretary to SUALL), and that links should be inserted to a range of relevant organisations, e.g. Careers Scotland. It was agreed in the first instance to recommend to SUALL Council that:

- each sub-committee be responsible for looking after its own pages, which should be checked at least twice per year ;
- Council to be asked about approaching other bodies about reciprocal links;
- the links to individual universities should be clearer on the "About SUALL" page.

5 Modernisation: job evaluation for part-time tutors

The Chair requested feedback from members on the extent to which their institutions are including part time tutors in Job Evaluation. It was reported that:

- Stirling: not known
- Glasgow: all tutors are on University payscale, so will be included
- Dundee: not known
- Napier: all lifelong learning staff are included
- Paisley: not known

6 Open forum and updates from universities

Glasgow

- Voluntary severance exercise is completed, and the senior management group is all new
- DACE will have an internal quality audit in April

Stirling

- Professor Richard Edwards is to take over as the new Head of Institute of Education on 1 February
- A new SITS student system has been introduced, and registration and enrolment are both to be online for all students

Paisley

- BANNER has been introduced as the new records system, but only for admissions at present
- The University is to undergo ELIR this coming spring semester
- Part time numbers are up, and now exceed the numbers of full time students
- Funds have been awarded to encourage women back into education

Dundee

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- The seven faculties are to be re-organised in four colleges, each headed by a Vice Principal, with devolved responsibility for HR, Finance
- The Centre for Lifelong Learning is to be reviewed
- A communities event is to be held in Dundee on 24 March, looking at partnerships

Aberdeen

- There is a new appointee to run the Science programme
- MA and BSc Foundation Studies have been introduced to replace the Access Certificate. The Foundation Studies will now be eligible for Fee Waiver
- The Centre for Lifelong Learning was included in an internal teaching review in November, but the university proforma was not appropriate for the centre's courses

St Andrews

- The Evening Programme has been audited satisfactorily
- The University will undergo ELIR this spring semester

Napier

- The University has been re-structured into three faculties
- There are three vice-principal appointments with functional responsibilities
- Lifelong Learning is to undergo a Portfolio Review and is seeking external benchmarks
- Lucy Macleod is to join the OU as Deputy Director
- The University will undergo ELIR this spring semester

7 Future topics

Noted that attendance had dropped off recently, and agreed to survey members to elicit reasons. SUALL Council will be asked to nominate representatives where there are gaps, or infrequent attendance.

Margaret Mill will present on accreditation of external provision at the next meeting in June.

8 Any other business

None.

9 Venue, date and time for next meeting

2 June 2006, Open University, Edinburgh. Note change from original date.