

## SUALL ADMIN (2006) minutes3

### Scottish Universities Association for Lifelong Learning (SUALL) Management and Administration of Lifelong Learning Sub-committee

#### Unapproved Minutes of the meeting held on 3 November 2006 at the University of Glasgow

##### Present:

Moira Bannigan, University of Paisley  
Jackie Blake, University of Paisley (Secretary)  
Susan Cooper, Open University in Scotland  
Angela Cowan, University of Stirling  
Theresa Hoare, University of Glasgow (Chair)  
Sherrey Landles, Edinburgh College of Art  
Keith Mackle, University of Dundee  
Alix McDonald, University of Strathclyde  
Jill McKay, University of Dundee  
Helen McWhirr, University of Glasgow  
Margaret Mill, Napier University  
Alison Swanson, University of Stirling  
Jill Thomson, Scottish Agricultural College  
Raymond Thomson, University of Strathclyde  
Claire Wylie, University of Glasgow

##### Apologies:

Dorothy Christie, University of Stirling  
Marion Judge, University of Edinburgh  
Lucy MacLeod, Open University in Scotland  
Julie McAndrews, University of Aberdeen  
Donald Paterson, University of Aberdeen  
Alec Rougvie, University of St Andrews  
Irene Vezza, University of Glasgow

#### Presentation

Margaret Mill from Napier University gave a presentation on "Credit Rating as Academic Brokerage" to the committee.

#### 1 Welcome

The Chair welcomed Moira Bannigan from the University of Paisley to her first meeting of the committee.

#### 2 Minutes of the previous meeting held on 2 June 2006

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Approved.

#### 3 Matters arising from the minutes

##### 3.1 Change of Name

The chair advised that the SUALL council had accepted the change of name of this group to Scottish Universities Association for Lifelong Learning (SUALL) Management and Administration of Lifelong Learning Sub-committee with immediate effect.

The name needed to be changed on the website and the constitution also had to be updated. Mr Mackle agreed to organise this.

It was also agreed that the Linguists group should be removed from the website as it no longer meets.

**Action: KM**

##### 3.2 Office Bearers

The chair advised that Dorothy Christie had stepped down as Secretary to this committee and extended her appreciation to Dorothy for her hard work over the last few years. Jackie Blake from University of Paisley had taken over as Secretary.

Donald Paterson from University of Aberdeen had agreed to take over as Chair of the committee when Theresa Hoare steps down, however Theresa would stay in position until June 2007.

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### 3.3 ILAs

- University of Glasgow had now had its credit-rated open programme approved for ILA funding, after some initial issues in meeting the Definitions of Eligible Learning as set down by ILA Scotland. They had taken 334 bookings so far.  
Glasgow had also issued a questionnaire to learners who had used an ILA to pay for their fees and had some early results. 50% of continuing students would have applied for the course regardless of having an ILA. However, only 30% of new students said the same, indicating that ILA funding was helping students into study where they would not otherwise have applied.
- There had been some issues with learners being moved from the £200 ILA to £100 ILA when they were due to reapply for a new year. There did not seem to be clear instructions from ILA Scotland on how learners re-apply. A 'valid from' date on the card would be useful.
- Members also raised concerns about the ILA reference numbers and the confusion caused. The reference numbers were a mixture of letters and numbers and there had been some issues where letters and numbers were misquoted (eg I and 1, O and 0, S and 5).
- The Open University for Scotland raised a concern about the Learn Direct helpline issuing incorrect information to enquirers about courses. It was felt that it would be easier if they referred enquirers to the University they were interested in and then the detailed information could be given directly.
- There had been issues with the PROMT tool this summer where an upgrade was issued only for it to be withdrawn again due to major problems with the upgrade. University of Paisley reported that they had updated module information for the new session and it was lost, therefore a lot of work had to be re-done.
- Each University had a named contact within ILA Scotland, but due to staff turnover there had been a lack of continuity in this area.
- The Open University in Scotland had been registered for ILAs since June 2006. They had 150 new students who would not have applied if they had not had ILA funding. They reported no major issues and had made 400 ILA bookings since June.
- Scottish Agricultural College and University of Dundee had recently registered for ILA status and were in the process of registering their courses at the moment.
- University of Strathclyde raised an issue regarding course changes. If a student had been booked onto a course and used their ILA and then subsequently changed courses, should the original booking be cancelled and rebooked? The general consensus within the group was that it would be better to leave the booking as it was but note on their record that the change had been made. It was also possible to let ILA Scotland know so that they had a record of the change in case it was raised at an audit.
- Strathclyde and OU had been told they could give retrospective refunds.
- It was agreed that the chair would contact the ILA Working Group to enquire about the date of the next meeting.

**Action: TH**

### 4 UALL Administration Network Conference 2007 – Cambridge

The 2007 UALL Conference would take place from 21<sup>st</sup> – 23<sup>rd</sup> March 2007 at University of Cambridge, Madingley Hall. Details of the conference were passed around at the meeting.

### 5 Age Discrimination Law

The HR Department of the University of Glasgow was contacting all employees over the age of 65, advising that if they had reached or passed the age of retirement and if they wanted to continue to work they must submit a request. However, since DACE had a large number of part-time tutors over the age of 65, it had been agreed that they would be left for the time being.

There were different types of employment contracts being used for tutors: casual worker status, protected worker status and full employment status. Casual workers do not receive any benefits such as sick pay or pension contributions. Protected worker status were entitled to holiday pay and pension contributions but not maternity payments or sickness payments. Tutors on zero hour contracts had full employment rights.

A discussion took place regarding Fee Waivers and whether under 18's should be eligible for fee waivers.

There was also some debate about Disclosure Checking and whether this was required for anyone working with under 16's or under 18's.

## 6 Part-time tutors – holiday pay and employment status

A discussion took place about the distinction between employed and self –employed tutors. Some Universities were insisting that all tutors were paid as employees and would not accept invoices for self-employed tutors. Angela Cowan advised that it was the job that defined the status rather than the person and that someone could be self-employed in one job but employed in another.

Angela explained a formula she had for calculating holiday pay for part-time lecturers. A copy is attached with these minutes. It was based on 4 weeks holiday per year or 1 hour of holiday pay for every 13 hours worked, which was a similar formula to that used by Strathclyde. Glasgow based its calculation on an entitlement of 6 weeks per year.

## 7 Open forum and updates from Universities

- Napier University were in the process of appointing a Deputy Director, although the offer had not yet been accepted. They had also established a Centre for Credit Rating within their Centre for Lifelong Learning.
- University of Paisley was definitely merging with Bell College in Hamilton. The name of the new University would be University of the West of Scotland. This was being put to the Privy Council in January 2007 for approval and the merger was expected to go ahead from Session 2007-08.  
Paisley has also just implemented a new student information system (Banner) and had done admissions and enrolment in it for the first time. It had not been without its difficulties but they did manage to get everyone enrolled.
- University of Glasgow also had a new student enrolment system. However it had been decided not to go ahead with the full system initially, only part of it. The enrolment process had not gone well with testing issues up to the last minute and the system crashing on a regular basis. Despite this, enrolment numbers had kept up well. Access numbers were strong at 196. They had also launched a new BA degree in Community Development. Advice was sought from the committee on how to encourage students to get involved in student representation, as numbers on the Student/Staff Forum were very poor. Edinburgh College of Art advised that they now included Studentship in their modules which was worth 5% of their overall mark (5 hours per module). They could participate in various student activities and committees and get involved in exhibition hanging. This was self assessed with the student submitting a report at the end of the course to detail what they had been involved in and more importantly what they had gained from the experience.
- University of Dundee advised that their Centre for Learning & Teaching had now been split up throughout the University and Continuing Education was now under the College of Arts & Social Sciences. They had a new Dean of Enterprise and Development, who would deal with CPD and development of the international market. The main aim seemed to be income generation. However, there may be opportunities to develop a decent part-time degree. They had also had a space audit and it was now policy that seniority bears no resemblance to office space allocated with more staff sharing offices or working in open plan environments.
- Scottish Agricultural College had seen a large increase in part-numbers since they made their programmes and courses more flexible and therefore suitable for part-time students. The College was now rethinking its marketing strategy, particularly how their courses were marketed at open events etc to encourage even more part-time students. More than 50% of their student population were mature students rather than school leavers. It had been identified that they still needed more flexibility with tutors.
- University of Strathclyde reported that enrolment numbers were up very slightly. They had an issue at the moment where their open access students, who were not actually enrolled as students of the University, were having their IT access withdrawn. They were currently trying to find a solution, and it was suggested that possibly limited or restricted access might be a solution.

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- University of Stirling had seen their Wider Access activities moved under the same umbrella as outreach, schools projects etc. There had been 5 redundancies within the department, although these were all achieved through volunteers. They had received funding for a new project in the Raploch Estate, a deprived area in Stirling, to take learning into the community. They had also introduced online registration and enrolment, however it was felt that this had affected student numbers slightly. They had also introduced a new Self Service Student Advisory Service.
- The Open University in Scotland had had a 5 yearly review of student services. It had been noted that being ILA registered had generated a lot of new business. They had also launched Open Learn, an online facility to put sample teaching materials on the web to entice/encourage new and past students back into learning with the Open University.

### 8 Future Topics

Open University in Scotland would like to do a presentation on a pro-active student retention model. Susan Cooper agreed to confirm this with colleagues and advise if it was feasible for February 2007 meeting.

Edinburgh College of Art agreed that they could offer a workshop on dealing with students in distress (stress assessment). However they would prefer this to be at the June 2007 meeting rather than February.

### 9 Any other Business

It was noted that the SFC consultation paper on the Widening Access Premium and the Part Time Incentive Grant was expected today.

It was noted that one or two members were unable to attend meetings on a Friday and it was recommended that at least one meeting each year was not on a Friday.

### 10 Date of next meeting

Thursday 1<sup>st</sup> February 2007 at University of Stirling.