

UACE (SCOTLAND) ADMINISTRATION GROUP

Unapproved Minutes of the meeting held on 22 October 2004 at the University of Dundee

Present:

Jackie Blake, University of Paisley
Dorothy Christie, University of Stirling (Secretary)
Angela Cowan, University of Stirling
Theresa Hoare, University of Glasgow (Chair)
Hannah Jones, Scottish Agriculture College
Jill Mackay, University of Dundee
Keith Mackle, University of Dundee
Alix McDonald, University of Strathclyde
Margaret Mill, Napier University
Donald Paterson, University of Aberdeen
Raymond Thomson, University of Strathclyde

Apologies:

Alison Crookston, The Open University
Averill Gibb, The Open University
Lorna McNicoll, University of Edinburgh
Pauline Parr, UHI
Jill Thomson, Scottish Agriculture College
Irene Vezza, University of Glasgow
John Woodhead, University of Edinburgh
Claire Wylie, University of Glasgow

Welcome and introductions

The Chair welcomed all to the meeting, in particular Hannah Jones attending her first meeting in place of Jill Thomson from Scottish Agriculture College.

1 Minutes of the meeting of 18 June 2004

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Approved.

2 Matters arising from the minutes

Individual Learning Accounts

Reported:

- the last communication from Scottish Executive announced the delay of the launch till October, but we are still waiting on a further announcement;
- Napier University has registered;
- Glasgow has not registered as a whole, although its Universal Training Solutions which provides ECDL training to the unemployed has; the University lawyers had concerns about some aspects of the contract – e.g. the control of the Scottish Executive, and the retention of records to be six years beyond the expiry of the contract; these concerns had been raised with the Scottish Executive, but no response received;
- Dundee is hesitant to register because of previous bad publicity;
- Orkney College had experienced great difficulty trying to register one course
- none of the other universities present had registered.

It was also noted that Learn Direct are giving priority for inclusion in the database to those registered for ILAs. It was agreed that we should ask Learn Direct to host the next meeting of the group in January, in order to address the following issues, and others to be determined in advance:

- the benefits of being a Branded Learning Centre;
- how they advise students.

3 Future of UACE(S) and UACE

Reported:

- invoices are to be issued shortly - £110 for membership of UACE(Scotland) and £425 for UACE;
- this represents a discount for Scottish institutions as the national membership fee would have been £650;
- the membership of UACE Executive has been adjusted to give more representation to Scotland and Wales;
- conferences will be rotated among Scotland, England and Wales;
- Scottish institutions will want to see the benefit of the new arrangements for UK membership.

4 UACE(S) Website developments

The group welcomed the design prepared at a cost of £1,200. In the course of discussion the following points were raised:

- SCUTREA, EUCEN, ESREA, EAEA to be added to the list of links;
- all universities are to provide Donald with their web addresses;
- remit of the group, and contact details are required; the original constitution will be circulated for comments to Theresa;
- compliance with the DDA needs to be checked out; Alix will liaise with Margaret on the guidelines.

5 Administrators' conference 2005

Noted:

- the conference will take place at the University of Stirling from 16 – 18 March 2005;
- accommodation in Stirling Management Centre is booked;
- a steering group meeting is to take place on 17 November at Stirling, comprising Andrew Holmes (Hull), Kay Rainsley (Warwick), Linda Fisher (Cambridge), Theresa Hoare (Glasgow), Dorothy Christie & Angela Cowan (Stirling); Keith expressed interest in being a member of the group, but cannot attend the first meeting;
- the main conference at the University of Edinburgh has "Lifelong learning: policy, practice and prospects" as its theme, and a complementary theme "Administering Flexible Provision: do we have to be double-jointed?" was suggested for the Administrators' conference.

Possible workshop themes were suggested:

- problems of managing online learning – especially the collaborative side
- community outreach
- ILAs – input from Scottish Executive
- SCQF developments – guidelines for accreditation of informal education
- Developments in part time degrees
- Employee development schemes – e.g. at Glasgow

Agreed to try to find an interesting and humorous speaker, not necessarily from the sector, and a number of names were suggested.

6 Open forum and updates from universities

Reported:

- Glasgow - 5,966 enrolments (up 9% from last year): 1724 on languages, 488 on CertHE, 1946 on accredited open programme and 1808 on non accredited;
- Dundee - 2,675 enrolments (including part time degrees); offering community courses in SIP areas (Herbal Medicine and Health Issues), and also considering Pre-Access in partnership with community and colleges;
- Scottish Agriculture College – 95 enrolments at three different campuses;
- Paisley - 1,100 part time degree enrolments, and 750 Health and Nursing, Health & Nursing are now part of the Centre for Lifelong Learning again; part time degree provision is being rationalised, with more rolling programmes being introduced; scientific Investigation of Crime module was offered over the Summer programme and proved very popular; this is part of 1st year Forensic Science;
- Aberdeen – re-launched as the Centre for Lifelong Learning; 630 enrolments over 45 evening courses (excluding languages and Liberal Adult Education); evening part time degree under development; most popular courses are Counselling Skills and Christian Studies;
- Strathclyde – 1137 enrolments on accredited classes; 354 on non-accredited (average class size is 16 and 46 classes were cancelled); 493 enrolments on Learning in Later Life accredited classes, and 1032 non-credit enrolments (average class size is 14.6 and 19 classes were cancelled); very successful summer programme with 1188 enrolments in 2004 compared to 668 in 2003; age range split 50/50 and 235 enrolments were from new students;
- Napier – 1,405 credit bearing enrolments, split 50/50 between full and part time (figures exclude Summer School and CPD)
- Stirling – 64 on part time Access programme, and 25 on Autumn Access for school-leavers; 38 students enrolled on new community courses (How the Body Works, Sociology, and Local History); new course planned for pre-Access in the community; part time degrees and summer academic programme are administered by Registry.

7 Future topics

- Learn Direct issues
- Marketing (Alix)
- Costing of Continuing Education courses (Sherrey)

8 Any other business

None.

9 Venue, date and time for next meeting

28 January 2005 at Learn Direct Offices if available, failing that University of Strathclyde.

DLC
28.10.04