

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

A meeting will be held on Friday 1st February 2008 at 10.30am at:-

The Office of Lifelong Learning
The University of Edinburgh
11 Buccleuch Place
Edinburgh
EH8 9LW

Lunch will be available after the business meeting.

AGENDA

- 1 Welcome and Apologies
- 2 Open Forum and updates from Universities
- 3 Minutes of the previous meeting held on 2nd November 2007
- 4 Matters arising from the minutes
- 5 Presentation on 'The Discover Learning Partnership'
- 6 ILAs
- 7 SUALL web site (progress update)
- 8 Suggested future topics:
 - i. administering on-line courses
 - ii. marketing to hard to reach groups of people
 - iii. issues that arise out of equalities legislation
 - iv. marketing part-time and flexible learning opportunities
 - v. how to do student evaluation
 - vi. student staff liaison
 - vii. tutor training
- 9 Feedback on Guidance subgroup
- 10 Any other business
- 11 Venue, date and time for next meeting