

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

A meeting will be held on Friday 2nd November 2007 at 11 am at:-

The University of Strathclyde,
Conference Room
Centre for Lifelong Learning
7th Floor, Graham Hills Building
40 George Street
Glasgow

Tea and coffee will be available for the meeting from 10.30am and lunch will be served after the business meeting.

AGENDA

- 1 Welcome and Apologies
- 2 New Office Bearers
- 3 Open Forum and updates from Universities
- 4 Minutes of the previous meeting held on 7th June 2007 SUALL ADMIN(07-06-2007) minutes
- 5 Matters arising from the minutes
- 6 Sherrey Landles to give presentation on "Studentship"
- 7 ILAs
- 8 SUALL web site (web site maintenance, updating the web site)
- 9 Suggested future topics:
 - administering on-line courses
 - marketing to hard to reach groups of people
 - issues that arise out of equalities legislation
 - marketing part-time and flexible learning opportunities
 - how to do student evaluation
 - student staff liaison
 - tutor training
- 10 Feedback on Guidance subgroup
- 11 Any other business
- 12 Venue, date and time for next meeting