

SUALL

Scottish Universities
Association for
Lifelong Learning

Hon Secretary
Mr K Mackle
Continuing Education
Centre for Learning & Teaching
University of Dundee
Dundee DD1 4HN
Tel: 01382 344442
Fax: 01382 221057
E-mail: k.mackle@dundee.ac.uk

A meeting of UACE(S) (now SUALL) was held at 1.30pm on Friday 29 October 2004 at the University of St Andrews

Present: Fiona Andrews, Glasgow; Una Bartley, Universities Scotland; Theresa Hoare, Glasgow; Hazel Knox, Paisley; Julie McAndrews, Aberdeen; Keith Mackle, Dundee (Secretary); Margaret Mill, Napier; Kenneth Milligan, Glasgow; Donald Paterson, Aberdeen; Julia Preece, Glasgow; Alex Rougvie, St Andrews (Chair); Kate Sankey, Stirling; Raymond Thomson, Strathclyde; Colin Thorne, Strathclyde; Viv Urquhart, Dundee

1. Apologies

Jean Barr, Glasgow; Lucy Bate, UACE; Jim Gallacher, Glasgow Caledonian; Con Gillen, Edinburgh; Ralph Gunn, Bell College; Lesley Hart, Strathclyde; Tom Inglis, Heriot-Watt; Anne McGillivray, Paisley; Helen Martin, Glasgow Caledonian; Alex Neil MSP; Leni Oglesby, UACE; Pauline Parr, UHI; Jonathan Staal, Abertay

2. Minutes of the meeting on 25 June 2004 in Bell College

Approved

3. Matters arising

None

4. Chair's comments

None

5. Reports from Sub-Committees

(a) WPHE (Dr Hazel Knox)

Dr Knox had sent the secretary a report which is enclosed with this minute. The Sub-committee met on 5 October 2004 at the University of Glasgow. She highlighted four main points **(1)** Members had received an update on the future of UACE(S)/UACE from the Secretary **(2)** The annual statistical return – 15 returns had been received indicating that 43,544 individuals had participated in WP activities through Scottish Universities. It is not possible to directly compare the figures to last year as fewer returns were received in the previous year. The information was sent to Tom Ward at SHEFC. The call for information for this year has already gone out and the aim is to produce a booklet containing the information and examples of good practice. This would also appear on the website. It is hoped to have it ready by January/February.

Una Bartley asked that the Chair consult with her before anything is produced as Universities Scotland are producing something similar. **(3)** A small working group comprising representatives from Dundee, Robert Gordons and Paisley came together to produce a short summary of HEIs' involvement in Community Activities. This summary will be disseminated in the near future. **(4)** The sub-committee also discussed the introduction of Aim Higher in Scotland and clarification of some of the issues will be sought from the National Co-ordinator for Widening Participation.

(b) CPD (Professor Sam Allwinkle)

CPD Secretary Colin Thorne reported on behalf of Professor Allwinkle. The Sub-committee met on 12 October 2004 at the University of Strathclyde. Attendance was up on previous meetings. Members received a report on the future of UACE(S)/UACE from Keith Mackle. There was a feeling that as well as maintaining links with UACE that it was important to maintain and develop links with European networks in the future. During discussion it emerged that in a number of institutions the CPD function or units was strengthening links with faculties and institutions were currently looking at where best to locate CPD. Credit-bearing CPD was seen as an area for future growth. It was felt that with the increase in the Knowledge Transfer Grant that people within institutions were starting to take notice of CPD. The CPD grant is distributed in a variety of ways and there was a worry that, in the future, it might be used for budget relief rather than for pump priming of CPD activities. The UACE(S) websites was discussed and the group agreed to provide information to the Secretary for inclusion. The next meeting will be held in Aberdeen.

(c) Administration (Ms Theresa Hoare)

Theresa Hoare circulated the unapproved minute of the last meeting. The Sub-committee met on 22 October 2004 at the University of Dundee. The Sub-committee usually has a speaker but on this occasion there was a lengthy business meeting. No announcement has been made about the expected launch of ILAs. None of the institutions present had signed up to the agreement allowing them to offer ILAs. There have been problems getting courses on the learndirect database. Members have decided to seek a meeting with learndirect staff at their offices in Glasgow in the hope of developing mutual understanding. Una Bartley informed Council that Universities Scotland would be meeting with Jim Wallace, the Deputy First Minister and Minister for Lifelong Learning and she agreed to raise the issue of ILAs with him. The national Administrators' conference will take place in Stirling in March. The first meeting of the conference planning group will be on 17 November. Members discussed possible topics and contributors.

(d) Linguists (Ms Gillian Brown)

A report of the Linguists Sub-committee meeting had been circulated with the minutes. Kenneth Milligan was representing the committee at Council. The Linguists agreed that the Sub-committee should stay in existence even if they only managed to meet once a year. They appreciated the links that could be made through UACE(S) with the Funding Councils and the Scottish Executive. Future topics for discussion had been agreed. Council expressed its approval and pleasure that the Sub-committee would continue.

6. Proposal to establish a Research Sub-committee

A paper produced by Professor Julia Preece had been circulated and she was asked to outline the proposal to the group. She told the group of her background and previous involvement with UACE. She has recently been employed by the University of Glasgow to head up their new Centre for Research in Adult and Lifelong Learning (CRADALL). During a meeting with the UACE(S) Secretary the idea of a Research Sub-committee for UACE(S) was discussed and he recommended putting the proposal to Council. There was some discussion and it became clear that one or two members were not convinced of the necessity for a separate Research Sub-committee for Scotland. Many present felt that there were particular research interests specific to Scotland that would benefit from sharing experience and that it would be very helpful to have a Sub-committee able to respond specifically to Scottish Executive papers, Scottish Funding Council policy and other public documents on behalf of UACE(S). There was a significant amount of support from the majority of members present for the establishment of a UACE(S) Research Sub-committee. It was agreed that the UACE(S) Secretary would convene the first meeting of the new Sub-committee at the University of Dundee at which a Chair and Secretary would be appointed and the remit discussed.

7. UACE(S)/UACE Future and Funding

Members had been informed by letter of the new arrangements for invoicing and for the future structure of UACE but Raymond Thomson agreed to give a verbal report of the negotiations. The new arrangements were commended to Council. The Secretary informed members that invoices for £110 (Scottish membership) and £425 (UK membership) were in the process of being sent out. Members were encouraged to subscribe to both, at least for the first year, until it became clear what additional benefits Scottish Institutions would realise from UK membership. Members then discussed the proposed new UACE Constitution. UACE are proposing to change their name to UALL – Universities Association for Lifelong Learning. Members discussed changing the name of UACE(S) and it was agreed to change the name to SUALL – Scottish Universities Association for Lifelong Learning with immediate effect. It was vital to decide at this time because of the infant website and the probability of increased costs if there was a name change at a later date. Neither the Scottish nor the UK Constitution prevents a UACE(S) name change at any time. The number of Scottish representatives on the UACE Executive will be directly proportional to the number of Institutions who pay UK membership fees. Scottish Institutions will be able to decide on their own representatives. It was agreed that all Scottish Institutions will have one vote for Executive representatives and all those institutions that have paid Scottish membership fees will be eligible to vote regardless of whether they have paid the UK membership fees. However, candidates will only be eligible for election to the UACE Executive if their institution is a member of UACE UK.

8. UACE(S) Website

Theresa Hoare, Chair of the Administration Sub-committee, distributed the agreed design for the website with the understanding that it will change to reflect the new name of the Association. The domain name www.uaces.org.uk had already been purchased but the new domain name will be purchased as soon as possible. Members were very pleased with the design and it is hoped to have it up and running before the next Council meeting in February.

9. **Integration of refugees/asylum seekers into work and education**

Una Bartley of Universities Scotland spoke to the paper that had been circulated with the agenda. Julie McAndrews agreed to forward information on existing networks to Una. Other institutions spoke about current activities involving overseas students. The issue of international fees was discussed as funding is a major problem for refugees/asylum seekers. In some cases ad hoc decisions can be made within institutions but there was the recognition that it can be largely dependent on who the student speaks to. It was agreed that there was much to be addressed and Council extended the offer of support to Universities Scotland.

10. **Reports from Universities**

Napier: the new business school has opened

Glasgow: CRDALL will be launched by a high profile politician. The WP strategy is being finalised. The strategic dialogue with SHEFC has been held and benefited greatly from student involvement. Retention and admissions was highlighted. A development officer with responsibility for FE/HE articulation routes has been appointed. The University has received funding for a drugs and alcohol project. Aberdeen: has successfully launched the new Centre for Lifelong Learning and are currently carrying out a review of the WP strategy to be completed by the end of January. There will be an FE/HE Transition Conference organised by the North Forum on 2nd December.

Paisley: the Centre for Lifelong Learning now incorporates all part-time provision (except CPD for teachers). The Part-time Forum's next meeting will be on the 19th of November and will focus on the part-time student experience. A fuller report from Dr McGillivray is enclosed with this minute.

Universities Scotland: will publish case studies on the theme of the Social Inclusion Pledge. They will also hold a seminar to examine fair admissions policy. There is to be a toolkit to aid the delivery of courses in light of the Race relations Act. There will be a review of student finance with the Scottish Executive.

Strathclyde: have recently participated in the Enhancement Led Institutional Review.

Dundee: Creating Advanced Entry Schemes into second year – three pronged approach – developing a website for students preparing for 2nd year entry, also with a staff element – website address is

www.dundee.ac.uk/learning/advancedentry. Admissions procedures are being examined to ensure students have a good experience. There will be a blended approach to bridging using a VLE partnership with Dundee College which it is hoped will provide a model which can be used with other Colleges. The part-time MA degree continues to be popular. Continuing Education are focussing on community outreach activities and examining pre-access options.

St Andrews: have introduced 50 £3k per year bursaries to encourage access. They will also be allocated pro rata for part-time students. The part-time degree saw its first six graduates this year.

11. **AOCB**

The Secretary reminded members that the Officers' posts were all coming up for renewal. It was agreed by all members to invite Alex Neil to continue as Chair for a further year until June 2006. The Secretary is pleased to report that Mr Neil has agreed to hold the Chair until June 2006. The search for a new Secretary continues. The University of Aberdeen held a very successful launch of their new Centre for Lifelong Learning. At the launch the Secretary was approached by the Depute Principal of Newbattle Abbey College inquiring about membership of

UACE(S). Council warmly welcomed this enquiry and the Secretary has been asked to formally write to the College inviting them to become members.

12. Date of next meeting

Friday 04 February 2005, provisional venue: Scottish Parliament Building, Edinburgh

Keith Mackle, Hon Secretary SUALL, 04 November 2004