

Management in University Lifelong Learning

Minutes of a Meeting of the Management in University Lifelong Learning sub-committee held on Friday 29 October 2010 at the University of the West of Scotland.

MINUTES

Present:

Karen Laidlaw (UWS)
Keith Mackle (Dundee)
Alix McDonald (Strathclyde)
Donald Paterson (Aberdeen)
Irene Vezza (Glasgow)
Helen McWhirr (Glasgow)
Graham Venters (Edinburgh)

Presentation from Irene Vezza, Guidance Officer and Disability Coordinator, Adult & Continuing Education, University of Glasgow.

Ms Irene Vezza was welcomed to the meeting and thanked for taking the time to provide a short presentation about disability issues at Adult & Continuing Education, University of Glasgow.

Irene began by explaining her role as disability coordinator. There are two disability coordinators in the School of Education and her role is to provide support to all the Open programme courses (non accredited, ACE and Cert HE) Access, BACD undergraduate and most non teaching related to PGs. She has an extensive list of duties amongst which is to ensure that appropriate information appears in publications/enrolment forms and to sign post students to services and encourage appropriate and early disclosure. Irene explained that special arrangements for examinations required authorisation from the Senate Office and so early disclosure was vital.

Irene is also the first point of contact for enquiries from new, existing students and staff. She liaises with the University Disability Services to ensure that all adjustments are put in place. She also liaises with staff in order to organise any arrangements which require to be put in place for examinations, invigilation etc. as agreed by Disability Services. Her role also involves liaising with staff to discuss changes to teaching rooms or adjustments in order to provide better access or to provide for example a portable loop system. Irene also liaises with staff to organise emergency evacuation and to ensure that the janitorial staff (and tutors) are aware of the situation but also to encourage students to take responsibility and to inform staff whenever they are in the building. Irene also mentioned the new Equality Act (2010) which has some implications for H.E. and she agreed to circulate the document to the group.

Some discussion then ensued between group members.

1. Apologies

Apologies were received from Moira Bannigan, Tom Birrell, Claire Hill, Jill McKay, Kay Stevenson, Jill Thomson, Claire Wylie, Sherry Landles.

2. Minutes of previous Meeting – 14 May 2010

Accepted as accurate.

3. Matters Arising

3.1 ILA Update

Donald provided an update from the Ginger Group Meeting regarding ILAs.

In the current economic climate the ILA budget for 2012-13 might decrease. As of August there has been a rise of 52% uptake from this time last year. A review of ILAs is planned with a possible refocus. From 1 August 2011 ILA 500 will be rebranded the Part-Time Grant and will be managed by SAAS. The future of Fee Waiver was not known. However, indications are that they are likely to continue but no decisions would be taken prior to the Scottish Election.

4. Reports from members

Donald requested that in future members should provide a written report from their institution for inclusion in the minutes of the meeting, but should continue to provide a short update at the meeting.

Dundee

Keith Mackle announced that he would be withdrawing from the Committee.

University of Edinburgh

Student recruitment in Open Studies and Languages for All has held up well at the start of the academic year. IALS (part of OLL) has been renamed and is now the ELTC (English Language Teaching Centre). OLL intends to introduce ILA 200 for Languages for All courses in April. The ECA University have formally agreed the terms of the merger between the two institutions subject to the final approval by the Scottish Funding Council and the Scottish Government.

University of West of Scotland

UWS now has a Student Link Information Point at the Paisley Campus. This brings together a shared reception area for Lifelong Learning Academy, Student Services, Student Administration and the Examinations Unit who were previously in different areas of the Paisley Campus. The Information Point opened on 20 September and is operating well. The Lifelong Learning Academy welcomed a new Depute Director in July, Fiona Andrews.

University of Strathclyde

Dr Rob Mark of Queens University, Belfast has been appointed as new Head of Centre for Lifelong Learning. He will take up post from 13 December. The Centre is now (since 1 August) located within the School of Education within the Faculty of Humanities and Social Sciences. Having not previously been part of a Faculty structure we hope that this will further embed the Centre within the University framework and allow us to begin to operate with a research agenda.

Student numbers in the Learning in Later Life Programme and Evening and Weekend Programme are up by around 10% in total and our Pre-Entry Access course recruited to

capacity as well. The Centre's Postgraduate Certificate in Genealogical Studies has also recruited record numbers this year with 60 students applying. It also looks as though ILA applications will exceed 2009/10 levels.

University of Glasgow

The University has undergone major restructuring. The new structure was active from 1 August 2010.

There are now four Colleges with associated Schools which replace Faculties and Departments. Adult and Continuing Education is part of the School of Education and College of Social Sciences. The School administration support is divided into Teaching, Research, Operational and Finance/Purchasing. All Academic staff are now associated with Research Knowledge Transfer Groups (RKTG).

Theresa Hoare has moved to take up a position as Head of School Administrator for Politics and Social Sciences.

Despite a fee increase of 25% enrolment figures are encouraging and appear to be stable. ILA applications have risen significantly and are expected to exceed 2009/10 levels. Applications to the Access programme exceeded 2009/10 and the programme continues to be very popular.

A new role has been created with the School of Education, Director of Community Engagement which will be shared between Mr Rod Purcell and Dr Robert Hamilton.

Aberdeen University

Classes have started, and numbers have held up since last year. Initially enrolment was slow, but we had a lot of last minute applications and at the final accounting, numbers will probably be very slightly up on last year at this time. Students using ILA500s have increased and this year have overtaken ILA200s in popularity (130 x ILA200 and 170 x ILA500). Chasing up students who have not sent in their ILA500 form takes a lot of staff time. Increasingly, we find students in Education taking advantage of the fact that ILAs now cover SCQF level 11 courses to use ILAs to part fund postgraduate courses in Education. Because of the need to have a paper trail for auditing purposes, we have a member of staff in Education who oversees the paperwork for Education students using ILAs.

Counselling Skills continues to be popular, with more classes having to be duplicated. Courses are delivered in Aberdeen, Inverness and at Newbattle.

We are increasing the portfolio of full time MA courses which are captured and made available via the web to promote part-time and flexible study. For these, tutorials are held in the evenings by video or audio conferencing.

5. Any Other Business

Concern was raised regarding the decreasing numbers of attendees at MUALL meetings. Members discussed how more people could be encouraged to attend. It was suggested that individuals could be identified at other institutions – selected from those who attend SUALL. Future topics and dates of meetings would also be circulated in advance.

6. Date and Topic of Next Meeting

20 May – University of Edinburgh- Assessment (Formative and Summative)