

**Scottish Universities Association of Lifelong Learning (SUALL)
Management and Administration of Lifelong Learning Sub-committee**

Minutes of the Meeting of 1st February 2008 held at the University of Edinburgh

Present:

Donald Paterson (Chair) – University of Aberdeen
 Marion Judge (Secretary) – University of Edinburgh
 Sherrey Landles – Edinburgh College of Art
 Raymond Thomson – University of Strathclyde
 Moira Bannigan – University of the West of Scotland
 Jill Mackay – University of Dundee
 Keith Mackle – University of Dundee
 Helen McWhirr – University of Glasgow
 Theresa Hoare – University of Glasgow
 Alison Swanson – University of Stirling
 Jill Thomson – Scottish Agricultural College
 Alex Rougvie – University of St Andrews
 Margaret Mill – Napier University
 Suzanne Spalding – University of Edinburgh
 Diane McMillan – University of Edinburgh
 Catherine MacKay (speaker – Dundee City Council)

Item	Minute	Action
1 Welcome and Apologies	Apologies had been received from Claire Wylie and Angela Cowan.	
2. Updates from universities	<p>University of Glasgow: The current Head of Department was leaving the post. There would be temporary replacements initially until a permanent replacement was established. ILA were to audit DACE. There was to be an annual budget review in which DACE would have to prove their viability. The Certificate of Higher Education was going from strength to strength.</p> <p>St Andrews: The department was undergoing restructuring. The Summer School would be renamed (“Extension Programmes”). The department were awaiting new premises.</p> <p>ECA: Credit-bearing study had been reviewed.</p>	

	<p>ECA were currently in negotiations on providing credit-bearing courses in Dubai, working with Lifelong Learning. There were moves to develop a corporate strand. The Wider Access programme was currently in the development stage. The SUALL/UALL conference which ECA had facilitated in November 2007 had been a great success.</p> <p>Napier University: Lifelong Learning had a new director. A new structure would be introduced but it was not known currently what this would be. CPD activity had been moved out to other facilities. Customised programmes had been well received (e.g. a customised degree with BAe Systems). There was a move to a 20-credit modular system and there would be transitional arrangements to cover credit shortfalls. Lifelong Learning had moved to a temporary location to Sighthill Industrial Estate.</p> <p>University of the West of Scotland: Lifelong Learning is generally expanding, with an increase in part-time study. The move from a 15 to a 20 credit programme was causing problems for students, and for staff who had to advise students. There were wider implications for students who were faced with a shortfall in credit points from their study.</p> <p>Scottish Agricultural College: There had been an increase in the number of part-time students and in the number of individual modules being offered from the Undergraduate programme. New courses were being validated. There was a broader range of opportunities for new students. Planning permission was currently being awaited for a new building.</p> <p>University of Strathclyde: The departmental review was now scheduled for April 2008. There had been issues over the appointment of an external reviewer, but these had now been rectified and an external appointed.</p>	
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	<p>University of Dundee: After the cut-backs that had been made, things were generally quiet.</p> <p>University of Stirling: There would be a merger of DACE and Lifelong Learning. Departments were undergoing review. Decisions were still to be taken on the provision of part-time study and there was a suspension in recruitment to evening/part-time study. It had been suggested that there would be more “twilight” teaching, i.e. until 7pm in the evening.</p> <p>University of Aberdeen: The Inverness office had just re-located to new premises. The Head of Department had left just before Christmas. The department is being reviewed and some of its activities, eg the 6th year pupil link had gone to SRA. The department was being encouraged to do what they do best – part-time programme provision. The Counselling Skills course may be built in to a degree programme. The Children’s Hearing training organiser had moved away and was to be replaced.</p> <p>University of Edinburgh: The department was awaiting further announcements on the merger with IALS. The Certificate of Higher Education had recruited over 50 students, with a further 27 from the STGA course. Edinburgh was hosting the EUCEN Conference from 5-8 June. The theme of the conference: Promoting Active citizenship in Europe.</p>	
3. Minutes of the previous meeting	Subject to minor amendment, the minutes of the meeting of 2 nd November 2007 were approved.	Marion
4. Presentation; “The Discover Learning Partnership”	Catherine MacKay of Dundee City Council and Jill McKay of the University of Dundee gave a most interesting and enlightening presentation on the “Discover Learning Partnership”, a programme set up under the partnership of Dundee City Council, the University of Dundee, Dundee College and	

	<p>the University of Abertay. The programme's output aims are: engaging with traditional non-participants, broadening participation, providing a positive learning experience and promoting progressions routes for learners. The programme has been very successful.</p>	
5. ILA update	<p>DACE (Glasgow) were being audited in March. There had been problems with the ILA system whereby students seemed to disappear from the system then had to be re-instated. ECA had been audited previously by post. ECA had experienced problems with passwords and with the search engine provided by Learn Direct. There was to be a website workshop provided for users and a provider-zone help area for PROMPT. Napier currently had no ILA activity. Aberdeen were considering joining the ILA scheme. Edinburgh and St Andrews had no ILA activity.</p> <p>The Chairman distributed a circular from ILA Scotland inviting institutions to a meeting on 15th February 2008. The purpose of the meeting was to explain the impact of the new £500 grant being offered to certain students which would be administered through ILA, and to report on findings of the review of ILA Scotland.</p>	
6. SUALL web site progress	<p>The Chairman is arranging for the web site to be administered by the University of Aberdeen. There are complications regarding the registered domain holder. Details of the contract are to be transferred from Dundee to Aberdeen.</p>	Jill/Donald
7. Suggested future topics:	<p>The Chairman suggested contacting a representative from Learn Direct to discuss issues with ILAs.</p>	Donald
8. Feedback on Widening Participation	<p>The Chairman had been in touch with the Secretary of the group regarding the suggestion that they could be invited to meet at the same time as the SUALL Admin group.</p>	Donald
9. A.O.B.	<p>It was noted that a new group known as KILTS (Knowledge Information Learning & Training Skills) is to be established. The Chairman circulated information on the ILA meeting, the UALL Annual Conference and the FACE Annual Conference.</p>	
10. Date of next meeting	<p>Friday 9th May University of Glasgow</p>	