

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

Minutes of the Meeting of 2nd November 2007 held at the University of Strathclyde

Present:

Donald Paterson (Chair) – University of Aberdeen
 Marion Judge (Secretary) – University of Edinburgh
 Sheree Landles – Edinburgh College of Art
 Raymond Thomson – University of Strathclyde
 Moira Bannigan – University of Paisley
 Jill Mackay – University of Dundee
 Keith Mackle – University of Dundee
 Helen McWhirr – University of Glasgow
 Angela Cowan – University of Stirling
 Jill Thomson – Scottish Agricultural College

Item	Minute	Action
1 Welcome and Apologies	Apologies had been received from Theresa Hoare, Jackie Blake, Claire Wylie and Dorothy Christie. Susan Cooper of the O.U. had sent apologies – she is leaving the O.U.	
2 & 3. Office Bearers	Marion has taken over as Secretary as Jackie Blake had stepped down from the role as she is now on maternity leave.	
4. Minutes of the previous meeting held on 7 th June 2007, and matters arising from the Minutes	Helen raised some minor amendments to the minutes.	Marion
5. Updates from universities	Jill (University of Dundee) stated that their courses had been targeted to increase profits (by 20%) but that further to complaints by the general public there had had to be a re-think. However, courses were covering their costs. There was a feeling of uncertainty about the future and a need for more direction. There were fewer staff working on Widening Participation but the summer school was still running. ILAs had been introduced and there were a total of 57 (ILA) students enrolled on courses which was considered to be fairly successful.	

	<p>Courses where ILAs had been taken up were CPD and management programme credit courses.</p> <p>Helen (University of Glasgow) reported that enrolments were going well, possibly as a result of extra publicity. ILAs had increased by 200, with over 600 students now enrolled with ILA. There was to be a new Head of Department appointed (around March next year).</p> <p>Raymond (University of Strathclyde) noted that the department was to be reviewed in January and he was in the process of writing up papers for this. The department now had further new accommodation but there were as yet safety issues over this. Strathclyde had over 800 students enrolled on the ILA scheme (out of a total of c.10,000 students per year)</p> <p>Angela (University of Stirling) reported that the department was now in new premises and are now part of the Institute of Education. There would be some re-structuring. There was no additional funding for Wider Access courses and there were also funding issues for Community Access into mainstream learning at present.</p> <p>Sheree (Edinburgh College of Art) informed the group that her department had moved so that they were all located in roughly the same area. The Art Studies programme had got off to a good start and the first course had been fully booked. Some members of staff had had a successful trip to Japan (further to twinning links between Edinburgh and Kyoto) which could bring benefits to the College, as it was hoped that the visit would attract Japanese students to their summer schools. The UALLL/SUALL conference was about to be hosted by ECA. ECA was running a series of workshops for teachers (from a range of schools) to give them fresh ideas and techniques, and was also running an Away Day for the legal team of the Scottish Executive.</p> <p>Moira (University of Paisley) commented that</p>	
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	<p>they had had a subject health review in October. There had been some voluntary severance/redundancies but CLL were not losing staff. Two new administrative assistants had been appointed and a part-time education adviser. The new name (University for the West of Scotland) would be used as of later this month. The merger with Bell College was seen as positive for LL. The postal strike had affected enrolments, with brochures reaching students late. As of next academic year, modules were to increase from 15 to 20 credit points. Staff had acknowledged that this would create problems due to the shortfall in credit points for students already enrolled on a programme of study. Donald commented that Aberdeen had had similar issues and to get round one such issue had given the student a further assignment. Moira noted there were problems around this which had to be addressed, such as allowing students who needed to take time out leeway.</p> <p>Jill (Scottish Agricultural College) said that there were now more courses registered under ILA but that this was creating issues in terms of the volume of work. The number of student enrolments had increased and SAC were offering more flexible learning and CPD courses. For example, they were piloting a scheme whereby 6th year school pupils could do modules with them in preparation for the HNC. It was hoped that this would be opened up to more schools. The issue of disability provision had been highlighted when a student with a disability had studied at SAC.</p> <p>Marion (University of Edinburgh) informed the group that it had been announced that OLL would merge with another department (Institute of Applied Language Studies) as part of the College of Humanities and Social Science's rationalisation strategy. This was expected to take place over the next 2 years. On-line enrolment project is still on-going with live date being postponed further. This academic year saw OLL offering the Certificate of Higher Education in which students can accumulate 120 credit points over 5 yrs. OLL is now providing on-line</p>	
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<p>6. Presentation on "Studentship"</p>	<p>feedback for students. Members were interested to see how this worked and asked if they could see an example.</p> <p>Donald (University of Aberdeen) reported that his department were having issues over HR's dictate that all tutors (including visiting tutors) needed to be at a certain scale under HERA, necessitating contracts to be drawn up. This was increasing the volume of administration.</p> <p>Sheree gave an interesting and enlightening talk on Studentship, a scheme which ECA had implemented in 2006-07 for its part-time students and which was proving successful. She provided useful hand-outs to illustrate her talk.</p> <p>Sheree explained the concept of studentship focussed on the enhancement of the learning experience for the student and encompassed anything that contributed towards this whether related to the development of the programme, the development of the students' experience or the development of the institution. It had been introduced to encourage the students in a range of activities (ie staff/student liaison groups), to give them credit for their involvement in activities, and to meet employability criteria. Students were required to complete a Studentship Self-Evaluation form, outlining the activities they would undertake, the learning outcomes, awarding themselves a self-evaluation grade. Studentship comprised 5% of their total mark. If a student refused to do a studentship, 5% was deducted from their mark.</p> <p>Some students had expressed concerns over Studentship in the early stages, however ECA had reviewed their concerns and a working group was looking at the Studentship Self-Assessment forms, in order to provide the students with feedback. Although currently still in its development stage, it is expected that Studentship will develop. It is seen to be working successfully and indeed students are now selling the idea of Studentship to each other.</p>	<p>Marion</p>
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	<p>Jill (Dundee) raised the issue of external assessment of the studentship element of a course, and in particular how Studentship related to the various levels of study. Sherree explained that there was progression in the expectations of Studentship for higher levels of study.</p> <p>Donald asked if copies of the hand-outs could be circulated to those not present at the meeting. Sheree will email Marion with electronic versions of the hand-outs.</p>	Marion/Sheree
7 ILAs	<p>ECA had had an ILA audit which had been done by post. (ECA has very few students on ILA scheme). However, Sheree had sent ILA a comment that there was a real problem with accounts expiring (not only student accounts, but administrator accounts) without prior warning. She had complained to ILA about this but was still awaiting a response.</p> <p>Jill (Dundee) has had a problem with the system being unable to cope with the difference between students on £100 account and those on £200 accounts.</p> <p>Moira had an issue that had arisen when students have money left over in their accounts, which was then not transferred across if the student opened another account. She also raised the issue of the system not recognising coding (ie being unable to differentiate between a zero and the letter "o"). Helen also noted this problem and remarked that the system seems primitive.</p> <p>Moira was going to draw up a check list which others thought would be useful for them.</p> <p>Helen also raised the issue of some students not receiving packs from ILA for their next year of study. There was a problem around the expiry date of the previous year of study and the start of the new learning year in the ILA system. Glasgow had also identified an issue around the tokens whereby students were enrolled but were disappearing off the system. They had contacted ILA about this but they had had no satisfactory response.</p>	Moira

	It was agreed that there was a strong need for the group to meet with ILA. Donald would pursue this with ILA.	Donald
8. SUALL web site	Donald established that Dundee are currently looking after the web site, however Jill explained that this can only be done in the short-term. Donald will liaise with Jill regarding the transfer of the web site to Aberdeen. In the meantime Marion will send the electronic version of the minutes to Jill to be added to the web site.	Donald Marion
9. Suggested future topics	Sheree expressed an interested in the topic, Marketing to hard to reach groups. Jill (Dundee) said she would try to arrange for someone from community-based learning partnerships to come to talk to us. Jill will let Donald know if/when they can come.	Jill MacKay
10. Feedback on Guidance subgroup	Only ECA, Edinburgh and Paisley had expressed an interest in forming a guidance sub-group. It was suggested by Keith that perhaps those who were interested in a guidance group meeting could come along perhaps once a year to the SUALL Admin meeting but have their own separate group meeting. Widening Participation could also be invited. This would avoid them having to set up a sub-group of their own. January/February might be a good time for these groups to be invited.	
11. A.O.B	Donald informed the group that the Research sub-committee had disbanded. He reminded the group that there is a EUCEN conference this month in Hanover. He also reminded the group about the UALL/SUALL conference at ECA this month. Donald handed out a news extract on government degree funding cuts which could affect universities offering LL courses (in England).	
12. DONM	To be confirmed but venue is likely to be Stirling. Donald to confirm with Angela	Donald