

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

**Minutes of the Meeting of 9<sup>th</sup> May 2008 held at, DACE at the University of Glasgow**

**Present:**

Donald Paterson (Chair) – University of Aberdeen  
 Marion Judge (Secretary) – University of Edinburgh  
 Sherrey Landles – Edinburgh College of Art  
 Moira Bannigan – University of the West of Scotland  
 Jill Mackay – University of Dundee  
 Keith Mackle – University of Dundee  
 Theresa Hoare – University of Glasgow  
 Jill Thomson – Scottish Agricultural College  
 Angela Cowan – Stirling University  
 Lyana MacInnes – Stirling University  
 Alix McDonald – Strathclyde University  
 Fiona Andrews – University of Glasgow, Widening Participation

Item	Minute	Action
1 Welcome and Apologies	Apologies had been received from Raymond Thomson, Helen McWhirr, Margaret Mill, Claire Wylie and Claudia Moir	
2. Minutes of the previous meeting	The minutes of the previous meeting were approved without amendment.	
3. Matters arising	<p>The web site has now been officially transferred to Aberdeen. Any information for the web site should be sent to Donald Paterson.</p> <p>Further to paragraph 9 of the previous minutes, the Chairman emphasized that members of the group were welcome to attend any Widening Participation meetings.</p>	
4. Updates from universities	<p><b>Scottish Agricultural College:</b>                      There had been a successful “Taster Day” at which numbers had been good. Seminars had been held for special interest groups. Work was being done on clarifying administrative processes for staff.</p> <p><b>University of the West of Scotland:</b>                      ILA had done and audit at the end of April. It had apparently gone well. Advertising for summer provision was going ahead. The</p>	

	<p>department was increasing in size but there were still some outstanding issues arising from the merger. Further to the credit issues that had been raised at the previous meeting, it was reported that senior management had agreed that students could exit with 355 credit points, although there still appeared to be some confusion amongst academics about credit points. It was important to note that students should not be disadvantaged.</p> <p><b>ECA:</b> The re-validation process had just been completed. Modules were now much more flexible. The institution has gone through a revision of assessment procedures, bringing all schools and departments into line. The new procedures will be introduced as of October 2008. Take-up for credit is increasing steadily. Outreach work is being done with Falkirk Council on the Portfolio Preparation Summer Programme (know as POPS), a programme for S5 secondary school pupils aimed at introducing them to art college. Edinburgh schools were also supporting the programme.</p> <p><b>University of Dundee:</b> Keith Mackle reported that Dundee had passed an ILA audit. An in-house workshop had been held on PROMPT. Jill McKay said that her department had undergone budget reviews, and had been instructed to aim to bring in a profit by this time next year. However, student numbers had dropped and it was difficult to develop due to staffing restrictions.</p> <p><b>University of Glasgow:</b> Glasgow was experiencing similar problems (to those of Dundee). There had been meetings to review the budget (the department had to justify its existence), and the department had also been advised to bring in a prescribed income. There had been job freezes and posts were not being replaced. ILA had conducted an audit but there had been some issues (for example regarding registers and tokens) some of which ILA</p>	
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	<p>needed to address.  Students from the B.Ed degree now have to take a module from the Certificate of Higher Education programme. Currently many undergraduates take Certificate of Higher Education courses. A suite of courses would be made available to all students (which was an interesting development), and this would include evening provision. Administration for these courses was currently being addressed.  The Access course had been re-named and several new options had been introduced into the programme.  The Centre for Research and Development in Adult and Lifelong Learning (CRADALL) and DACE had hosted a seminar by Professor Tom Schuller from the National Institute of Adult Continuing Education (NIACE) on the 'Inquiry into the Future for Lifelong Learning: Scotland's Thoughts'. This had been very successful.  Fiona Andrews commented that reduced funding from the Funding Council had had an effect on work with schools. The focus is now on tariff points and on retention as these are key performance indicators.</p> <p><b>University of Strathclyde:</b>  The department had undergone a review and were awaiting comments. The outcome of the review was not yet known. Work was being done on programmes for the next academic year. The summer programme was recruiting well, though was much smaller than last year.</p> <p><b>University of Stirling:</b>  There was a new administrative structure within the department. Dorothy Christie's post was not being replaced. The evening degree programme had been suspended but exit routes for students on this course were being reviewed. A new primary teaching programme was due to commence in September 2008 for which there were 50 funded places which were ring-fenced.</p> <p><b>University of Aberdeen:</b>  A Children's Panel training officer had been appointed. The head of department had not</p>	
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	<p>been replaced. Colleges were suggesting new credit courses the department could offer as the FTEs brought in by the department went to Colleges.</p> <p><b>University of Edinburgh:</b> The merger with IALS was progressing. 70 new courses were being introduced in the new 08-09 programme (in addition to the current programme). The university had now signed up to the ILA scheme. Teachability training had gone ahead for CPE and CPD tutors.</p>	
5. Suggested future topics:	An email would be sent out looking for suggestions for future topics.	Marion/Donald
6. A.O.B.	None	
7. Presentation	<p>Following the business meeting a presentation by ILA Scotland on the ILA 500 Scheme was given by Hazel Rutherford and Hilary Westwood from the Scottish Government, Lifelong Learning Directorate. The background to the scheme was outlined, along with the main features of the scheme, including eligibility, the application process, and the administrative impact on institutions (for example there would be no need for institutions to record courses on the ILA Scotland database, no course booking or token scheme). A discretionary fund (formerly known as the Hardship Fund) would be ring-fenced for part-time students in 1<sup>st</sup> year (funding through this was for study, travel and childcare). A question and answer session followed. The representatives were happy to be contacted by individual institutions with any further questions. A more detailed Q &amp; A page would be available on the ILA web site in due course, along with a guide to the scheme. The Chairman thanked the representatives for their presentation.</p>	
8. Date of next meeting	Friday 31 <sup>st</sup> October, University of Aberdeen	Donald