

Management in University Lifelong Learning

Minutes of a Meeting of the Management in University Lifelong Learning sub-committee held on Friday 28 January 2011 at the University of the West of Scotland.

MINUTES

Present:

Alix McDonald (Strathclyde)
Donald Paterson (Aberdeen)
Helen McWhirr (Glasgow)
Graham Venters (Edinburgh)
Tom Birrell (Aberdeen)
Claire Hill (Strathclyde)

Presentation on Tutor Engagement led by Alix McDonald, Community Engagement Manager, The Centre for Lifelong Learning, University of Strathclyde.

Alix began by explaining the concept behind the Tutor Training and Development Programme offered at the Centre for Lifelong Learning. Some of the reasons for introducing the scheme included the recognition that the Centre was always engaging with the same tutors, many had limited knowledge and awareness of the range of activity and support within the Centre and for some tutors a sense of isolation where individuals met other tutors/staff rarely. The training and development programme presented amongst other things the opportunity for tutors to keep up to date with new developments and assist to develop teaching strategies. Some examples of the training sessions included: Accreditation and Effective Feedback, Creating Optimal Adult Learning Environments and Smartboard Training.

There is a contractual obligation for tutors to attend two training events from the programme for which they receive £10 per hour. Some issues which had arisen from the initial year of offering the programme had included the recognition of training and CPD elsewhere and the consequences for tutors of non attendance. Some revision of the training programme to include a mixture of compulsory and optional training events may be considered next session. Other suggestions from colleagues included dropping the word "training" and having contractual tutor/team meetings instead.

Colleagues then shared practices at their institutions. Edinburgh offered a social get together combined with a development event each year which was not compulsory and was unpaid, they also offered informal events throughout the year. In addition a web page was available for tutors which was password protected and which directed tutors to teachability information etc. They have also used Facebook, where course organisers set up a page and invited tutors to join, this was very popular initially but activity tailed off. At Glasgow, language tutors were offered a programme of compulsory and optional training events and received payment only for attending the compulsory elements. Aberdeen arranged an

evening for tutors some years ago which was purely social, however, currently their different programmes present opportunities for their tutors to come together.

1. Apologies

Apologies were received from Moira Bannigan, Kaye Stevenson, Jill Thomson, Claire Wylie, Irene Vezza, Karen Laidlaw.

2. Minutes of previous Meeting – 29 October 2010

Accepted as accurate.

3. Matters Arising

3.1 ILA Update

Copies of a letter from SASS detailing some Operational changes to ILA500 was circulated. As from 1 April 2011 ILA500 will be delivered by SASS and will be renamed “part-time fee grant”. Up to 31 March, students should continue to apply for an application pack at www.ilascotland.org.uk. From 1 April 2011, students should download an application form from the SASS website www.saas.gov.uk. Operational rules will be updated and issued to all institutions. ILA500 has also been continued for part-time postgraduate study.

4. Update from SUALL Council

Copies of the minutes from SUALL Council were circulated. At the last meeting of Council Jim Gallagher, who is chair of SUALL Council, had questioned whether or not the sub committees should continue to meet as some had not met for some time. It was felt that MAULL works at the grass roots level and is a very useful platform to discuss issues relating to administration and management which are encountered in daily work. MAULL permits members to share and learn from good practice in other institutions and it was strongly felt that this group should continue.

5. Reports from members

University of Edinburgh

The merger between ECA and Edinburgh University has been formally approved by the Scottish government. The proposal will go to Parliament and if endorsed the merger will take effect in August. The ILA 200 work continues but is taking longer than anticipated to complete. A new programme, the International Foundation Programme, has been approved that will see OLL delivering courses in 2011/12 as part of a pilot to provide international students with the academic English and study skills needed for first year degree entry in the humanities and social sciences. Student recruitment is broadly equivalent to the same period last year.

University of Strathclyde

The new Head of Centre, Dr. Rob Mark, is now in post and is forging a research profile for the Centre. There are new structures and systems in place in the wider Faculty (Humanities and Social Sciences, HaSS) including centralisation of management and support, which presents some operational challenges after the relative autonomy enjoyed by CLL.

At this time student numbers in the Learning in Later Life Programme are up by 12%, and there is a small decrease in Evening and Weekend Programme registrations.

ILA200 applications have exceeded 2009/10 levels by around 5% for the same enrolment period to date, and are used for 38% of EWP registrations and 33% of LLLP registrations.

Planning for the Summer Programme is well underway.

University of Glasgow

The production of our April brochure is underway which offers a small number of new courses. We are also planning third term language provision. Invitations to tutors are being sent out shortly inviting them to forward course proposals for next session.

Aberdeen University

Exams are just over, and second half session classes are just beginning. Numbers are around the same as last year in 2nd half session. At this time of year, we pick up some full time students who may be short of credits because of their exam results but are too late to start another full time course. Taking CLL courses avoids timetable clashes and allows them to pick up the credits required for retention and progression. The Registry office send a note to Advisers of Study at this time of year reminding them of this possibility. We will shortly be writing to all students notifying them of the changes to the ILA500, and have produced a small piece for our web site giving further information. In this, we also list the costs of taking varying numbers of courses and the relative contributions when using ILA200s and ILA500s.

5. Any Other Business

Donald would circulate a note of the meeting to members of the group before forwarding it to SUALL Council.

6. Date and Topic of Next Meeting

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