

Management in University Lifelong Learning

Minutes of a Meeting of the Management in University Lifelong Learning sub-committee held on Friday 29 May at the Centre for Lifelong Learning, University of Strathclyde.

MINUTES

1. Present:

Tom Birrell (Aberdeen)
Donald Paterson (Aberdeen)
Keith Mackle (Dundee)
Kay Stevenson (Dundee)
Sherrey Landles (ECA)
Helen McWhirr (Glasgow)
Patsy Shields (Glasgow)
Claire Hill (Strathclyde)
Alix McDonald (Strathclyde)
Raymond Thomson (Strathclyde: Chair)
Theresa Hoare (SUALL and Glasgow)
Jackie Blake (UWS)
Karen Laidlaw (UWS)

2. Minutes of previous Meeting

Accepted with no matters arising

3. Main Business

3a Developments in the ILA Scheme

- ILA200: New Announcement about income threshold
- ILA500: Alterations to eligibility
- ILAs: Extension to p/g programmes

A full discussion took place on the above. Information emerging from the discussion included: £22,000 is the new threshold, there is a 40-credit condition for ILA500 from July, and the auditing experience has been reasonable. There are still problems of repayments for students who have not turned up. The discussion resulted in the following questions and recommendation to be taken to the ILA group:

Recommendation

1. There should be named signatories within institutions for ILA500 applications.

Questions

1. Is ILA500 a personal year or an academic year?
2. Is it the course or credit amount that determines if it is full- or part-time?
3. How does the 40-credit for u/g relate to the 40-credit threshold for p/g?

4. If a student signs up for 40 credits and withdraws after completing 30 (and ILA500 has paid out), what happens?

3b Part-Time Tutors

- Payments per hour: zero hour contracts: pay scales (Please bring your university's pay grading scales)
- Job descriptions for part-time tutors
- Part-time tutor training and development

The zero-hour contract was explained together with how it is operated at Glasgow. It is clear that different institutions use different payment methods (per hour, payment for extra tasks, etc.) There are also different policies with regard to tutors. Dundee and Aberdeen have no policy, while Glasgow presumes that 65 is the final year, and tutors must ask to stay on. This has a potential effect on redundancy costs. Some institutions are required to see each part-time staff's passport.

3c Non-credit study and University Systems

Glasgow is moving on to a new student life-cycle system and every student (including non-credit) will go on. Aberdeen is proposing to move to a similar system but problems have been pointed out with regard to CLL students.

4. Reports from members

Strathclyde: The Centre is to become part of a new Faculty. A new Certificate of Higher Education in Lifelong Learning has been approved.

Dundee: CE is a free-standing unit within the College of Arts and Social Sciences.

ECA: Overseas developments are under way with workshops in Abu Dhabi, links with Canadian universities, and teaching in Estonia. There are links with Scottish councils to broaden the audience for CPD and CPD for Teachers.

Glasgow: There is a possibility of DACE FTEs going elsewhere and new SFC Funding Groups could threaten the department. There is the possibility of cohorts of students coming from Dubai.

UWS: The 7 Schools are becoming 3 Faculties so changes will occur. A review of student-facing functions may change where LLL fits in. The department will be called the Lifelong Learning Academy.

Aberdeen: The Deputy Secretary of the University will become the new Director of Lifelong Learning. The traditional extra-mural programme is cancelled, and all efforts will be put into accredited programmes.

5. Any Other Business

- **UALL wants themes** to be suggested for next year's conference. Ideas should be forwarded to Theresa
- **The UCEA conference** produced statistics on course popularity. Perhaps SUALL could try this on a pilot basis
- **The Website:** Work is now under way
- **Officebearers:** Donald is now able to resume as Chair of the group and Jackie volunteered to be group Secretary. Raymond was thanked for keeping the group together over the past several months.

6. Date and Time of Next Meeting

Dundee on 30 October, 2009

Raymond A Thomson, 09.06.09