

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

**Unapproved Minutes of the meeting held on 1 February 2007 at the University of Stirling**

**Present:**

Jackie Blake, University of Paisley (Secretary)  
Angela Cowan, University of Stirling  
Theresa Hoare, University of Glasgow (Chair)  
Marion Judge, University of Edinburgh  
Sherrey Landles, Edinburgh College of Art  
Keith Mackle, University of Dundee  
Alix McDonald, University of Strathclyde  
Jill McKay, University of Dundee  
Margaret Mill, Napier University  
Jill Thomson, Scottish Agricultural College  
Graham Venters, University of Edinburgh

**Apologies:**

Moira Bannigan, University of Paisley  
Dorothy Christie, University of Stirling  
Susan Cooper, Open University in Scotland  
Lucy MacLeod, Open University in Scotland  
Julie McAndrews, University of Aberdeen  
Helen McWhirr, University of Glasgow  
Donald Paterson, University of Aberdeen  
Alec Rougvie, University of St Andrews  
Alison Swanson, University of Stirling  
Raymond Thomson, University of Strathclyde  
Irene Vezza, University of Glasgow  
Claire Wylie, University of Glasgow

**1 Welcome**

The Chair welcomed Marion Judge and Graham Venters from University of Edinburgh to their first meeting of the committee.

**2 Minutes of the previous meeting held on 3 November 2006 SUALL ADMIN (06) minutes3**

Approved.

**3 Matters arising from the minutes**

**3.1 ILAs**

The chair advised that she had contacted ILA Scotland regarding the next meeting of the ILA Scotland HEI Working Group. A response is awaited, however it was advised that ILA Scotland were awaiting the outcome of the report on the review that was recently carried out, before arranging another meeting of the group. It was agreed that the chair would follow this up with a view to arranging regular meetings of this group.

**Action:**

**TH**

University of Glasgow reported that they had recently been audited by ILA Scotland. The main aim of the audit was to ensure that tokens were received and signed and to see evidence of the learner's contribution. The main issue which concerned University of Glasgow was being able to show confirmation of commencement of learning. The only way to prove this was by providing a class list, which many Universities do not take.

University of Edinburgh are not currently participating in ILAs, but the institution were considering joining. A discussion followed where other participating Universities shared their experiences regarding ILAs. In particular University of Edinburgh were interested to know if non-accredited courses were eligible.

The general discussion mentioned the lack of consistency in which courses were approved. Different Advisers seemed to interpret the information differently.

There were also ongoing issues regarding the limitations of the £100 ILA scheme.

University of Stirling had piloted the ILA scheme on their Access course. They will continue to offer the Access course through ILA Scotland but will not be rolling it out to include their part-time degree programme, mainly due to the burden of administration.

**4 UALL Administration Network Conference 2007 – Cambridge**

The 2007 UALL Conference would take place from 21<sup>st</sup> – 23<sup>rd</sup> March 2007 at University of Cambridge, Madingley Hall. Details of the conference were passed around at the meeting.

**5 Changes to the HESA Return**

A brief discussion took place about the changes to the HESA Return. A number of new fields were to be included which were not appropriate for continuing education students. The format had changed from a flat file to an xml format, making it more difficult to complete.

**6 The Employment Equality (Age) Regulations**

This law now means that institutions can no longer specify a minimum entry age for students. Questions were also raised about whether discounts/concessions could still be offered to state pensioners.

Other issues discussed were the titles of some courses, which were specifically aimed at a certain age group. It was agreed that this needs further discussion.

There was also some debate about Disclosure Checking and whether this was required for anyone working with under 16's or under 18's.

It was agreed that a seminar in Scotland along the lines of the upcoming NIACE one in London would be useful. The chair would try to arrange something.

**Action:TH**

**7 Open forum and updates from Universities**

- University of Paisley are merging with Bell College in Hamilton from September 2007. The name of the new University is University of the West of Scotland. Paisley has also consulted with staff regarding the credit points system. Currently the majority of their modules are 15 points, however it is likely that this will be changed to 20 points from session 2008/09. They are also considering moving to a trimester system.
- University of Glasgow – ILA audit (discussed earlier)
- Edinburgh College of Art, have forged links with an institution in Estonia. This is an exchange programme where Edinburgh students would go to Estonia to do ceramics, leather, glass and jewellery and Estonian students would come to Edinburgh to do drawing and painting.
- Scottish Agricultural College now have ILAs up and running and this seemed to be going well.
- University of Strathclyde reported that 250 redundancies had been announced and that the Centre for Lifelong Learning is facing budget cuts.
- University of Edinburgh have recently installed SITS as their new Student Information System. A Certificate in Higher Education due to start in September 2007 had been granted in principle. Previously they only had an Open Studies Certificate. They are also trying to get online enrolment up and running, including online payments.
- University of Stirling will be having a departmental review in April and a new funding mechanism will be rolled out. They are moving from Airth Castle in July to Pathfoot.
- University of Dundee had been advised to double their income over the next 2 years or make equivalent savings.
- Napier University have had to deal with budgeting constraints, however, their Centre for Lifelong Learning is now generating income. They also have collaboration with ICS in Glasgow for Nursing. They are moving from 15 credit point modules to 20 credit point modules. Their HERA process is now complete and letters will be sent out in March 2007.

**8 Future Topics**

Edinburgh College of Art agreed that they could offer a workshop on dealing with students in distress (stress assessment). This will be at the June 2007.

**9 Any other Business**

None

**10 Date of next meeting**

Date to be confirmed at University of Paisley.