

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

Unapproved Minutes of the meeting held on 7th June 2007 at the University of Paisley

Present:

Moira Bannigan, University of Paisley
Jackie Blake, University of Paisley (Secretary)
Theresa Hoare, University of Glasgow
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
Donald Paterson, University of Aberdeen (Chair)
Raymond Thomson, University of Strathclyde
Jill Thomson, Scottish Agricultural College

Apologies:

Dorothy Christie, University of Stirling
Susan Cooper, Open University in Scotland
Angela Cowan, University of Stirling
Lucy MacLeod, Open University in Scotland
Julie McAndrews, University of Aberdeen
Helen McWhirr, University of Glasgow
Margaret Mill, Napier University
Alec Rougvie, University of St Andrews
Alison Swanson, University of Stirling
Graham Venters, University of Edinburgh
Irene Vezza, University of Glasgow
Claire Wylie, University of Glasgow

Irene Vezza, Guidance Officer, DACE, University of Glasgow gave a presentation to the group on "Guidance for Adults Returning to Education"

One of the issues raised after Irene's presentation was whether it would be useful to set up a SUALL Sub-group for Guidance. It was agreed that members would discuss this with their colleagues and feedback to Donald at the next meeting.

ACTION: ALL

1 Welcome and Apologies

See above

2 New Office Bearers

Teresa Hoare officially handed over the Chair to Donald Patterson.

Jackie Blake will be going on maternity leave from October/November and volunteers to take over the position of Secretary were invited.

**3 Minutes of the previous meeting held on 1 February 2007 SUALL
ADMIN(07) minutes1**

Approved

4 Matters arising from the minutes

4.1 ILAs

University of Glasgow have recently had their ILA Audit completed. The issues that were raised from the audit were some tokens not signed by the students and the lack of evidence of student attendance.

Most of the Universities present felt that they would have the same issues, particularly since they do not always take attendance registers in classes.

Strathclyde University have also had their audit completed. They were given a list of 50 names as a large number of their students use an ILA as payment. It took 2.5 hours to get all the paperwork together, as they currently file student files by class, rather than strict alphabetical. They will have to review their filing system in light of this.

The recent ILA Scotland HEI Working Group had their most recent meeting in Glasgow on 29th March. There was no representation from the Funding Council which meant that many questions could not be answered.

Members felt that these meetings were still very useful and would like to have them at regular intervals. It was agreed that the chair would ask for a further meeting as soon as possible.

ACTION: DP

Some members are still not receiving emails regarding this Working Group. It was agreed that if any emails are received that they will be forwarded to all members of SUALL Admin Group.

ACTION: JB

Members were reminded that any ILA advertising needs to be sent to ILA Scotland for approval.

A new version of PROMT is currently being developed and should be available from August 2007.

4.2 HESA Return

University of Glasgow had requested to be allowed to provide a reduced return to HESA in the same way that other HEI's in England and Wales can currently do. They have now had approval for this and take out anything less than 10% of an FTE. This reduces their return by 3000 students.

University of Edinburgh are updating their database that will allow them to collect the extra information that is being requested from session 2007/08 and put it into XML format. They have 600 students in their return. Most of their courses are 10 credits and over and will have to be included in the return.

5 Part-time Tutor contracts

University of Edinburgh have issues regarding retrial age (over 65's). Specifically should anyone over the age of 65 be issued with a permanent contract or a fixed term contract and wanted to know how other institutions were dealing with this issue? University of Glasgow have made an agreement with their HR department to leave any lecturers over 65 on open contracts for the time being. They will eventually have to look at the contracts and ask them every year if they would like to retire or continue, however it is anticipated that this may cause problems.

6 Studentship – update from Sherrey Landles

Edinburgh College of Art had looked at ways to encourage students to take part in student activities, student/staff forums etc. They brought in Studentship where

students gain credit for participation of up to 5% per 10 credit module. The activities were split into teaching and non-teaching elements.

Students volunteer for various events and at the end of the module submit a self-evaluation form.

Thirty-three students over a range of 80 modules submitted a self-evaluation form. Seven students had marks withheld due to non-submission of the form, or did not complete it properly.

Students were negative about this at the start but all participated and saw the benefits at the end of the year. Students were not being asked to do extra work, but were being given credit for things they should have already been doing as part of their course. Papers with more detailed information and student feedback were distributed to members and it was agreed that this topic would be raised again under matters arising at the next meeting to allow members time to read the paperwork and discuss in more detail.

ACTION: JB

7 Open forum and updates from universities

Strathclyde University are about to start their Summer Programme. They have finished with their exam boards and are currently organising courses and materials for the new session.

They are currently working with the Institute of Genealogy to get a Postgraduate Certificate/Diploma accredited.

They are also extending their accommodation, with some shops being turned into 4 classrooms.

University of Glasgow are working on their brochure for next session, and this year will be having a separate brochure for their Certificate in Higher Education programme. This goes out earlier than the general prospectus and was very successful last session.

They are meeting with the Post Office to target specific postcode areas where take-up of courses is traditionally low.

The Director of Continuing Education is leaving and is not being replaced at present.

University of Dundee have received approval for 1-day courses as well as accredited courses.

They have the first draft of their brochure, under tight deadlines. They have put up their fees by £10 for each course and removed the concession for state pensioners due to age discrimination legislation. Dundee will be having a think tank to look at all of their provision for the future. They have also been advised that they must make 20% profits on each course for it to run (Non-accredited courses)

Edinburgh College of Art have been through IRAP in March this year and did very well.

Their brochure for the new session is at the printers. They are marketing all courses as credit bearing to encourage students to study for credit. It is hoped that this will make the courses more accessible and attractive to students. They are also moving to a new campus in October 2007.

University of Edinburgh are currently working on an online enrolment project and it is hoped that this will be ready for the new session. They are working on new collaborative and outreach projects. Their Summer Programme is now being issued alongside marketing for the Edinburgh Festival.

The Lifelong Learning department are also hosting the EUCEN Lifelong Learning Conference between 5-7 June 2008 and would like to host the SUALL Admin group in June 2008 to coincide with this event.

University of Paisley started their Summer Programme this week. The new prospectuses are due at the end of June.

The merger with Bell College is going ahead on 1st August 2007, however the name change has not yet been finalised by the Scottish Parliament. It is hoped that the name change will take place in November 2007.

A new Service Level Agreement has been agreed with Ayrshire and Arran Health Board and it is hoped this will increase numbers in Nursing.

Scottish Agricultural College are currently updating all of their courses in Food Handling and Hygiene due to new legislation in Food Hygiene. They are hoping that their numbers will increase, as anyone working in these areas will have to update their knowledge of the new legislation.

They have had all of their courses ILA Approved, however they have had some issues with PROMT regarding courses in their 3rd term – any advice would be appreciated. SAC are looking at all of their short courses for CPD purposes. They have many diverse courses that if run every year do not have a high take up rate. It is likely that they will cut back on these courses and only run them as and when they have sufficient demand.

University of Aberdeen are having their office space rearranged to make student access easier, including a reception area and foyer. They will be having a launch of their new format inviting Heads of School etc.

They have a number of students coming from American institutions for a residential summer school in Archaeology. This will involve half a week's tuition and half a week's free-time. This year 6 students are attending and if they successfully pass the course they will get 20 credits towards their American degree.

Staff have had an awayday which included Myers Briggs testing to identify strengths and weaknesses. They will now review this information and look at the teams to see if they can improve performance by changing the teams to suit their strengths and weaknesses.

7 Future topics:

November 2007 – Sherry and her colleague Joan will give the presentation that was postponed from the June meeting.

- administering on-line courses

- marketing to hard to reach groups of people

- issues that arise out of equalities legislation

- marketing part-time and flexible learning opportunities

how to do student evaluation

student staff liaison

tutor training/communication with etc

9 Any other business

Keith Mackle from University of Dundee asked members for information regarding refunds given to students. How much of a refund would we give and when? Do we have a policy on this? This should include all students, not just Continuing Education students. Also, if a student transfers to another institution do we give the new institution the fees or keep them?

ACTION: ALL

Theresa Hoare is taking over as Secretary to the main SUALL Group, the next meeting is taking place next week.

10 Friday 2nd November, Strathclyde University