

Lifelong Learning Network Steering Group – 2nd meeting
Thursday 14th December 2006

Minutes

Present:

Professor Geoffrey Elliott (Chair)	Director of Lifelong Learning, University of Worcester
Ms Gail Rothnie (for Alex Hughes)	Head of Outreach, University of Birmingham
Mr Mike Rookes	Director, Open University in the West Midlands
Mr Chris Morecroft	Principal of WCT, Herefordshire & Worcestershire Colleges
Ms Viv Bell	ILS, University of Worcester
Mr Andrew Rothery	Head of E-Learning, University of Worcester
Ms Julie Balsom	Masters Student, Pershore Group of Colleges
Mrs Debbie Lambert	LLN Manager, University of Worcester

1 Apologies

Ms Anne Hannaford Director of ILS, University of Worcester

2 Approval of Minutes from meeting of 29 August 2006 and Matters Arising

Agreed as a true record.

3 Chair's Business

None.

4 Presentation on Wider Access (Andrew Rothery and Viv Bell)

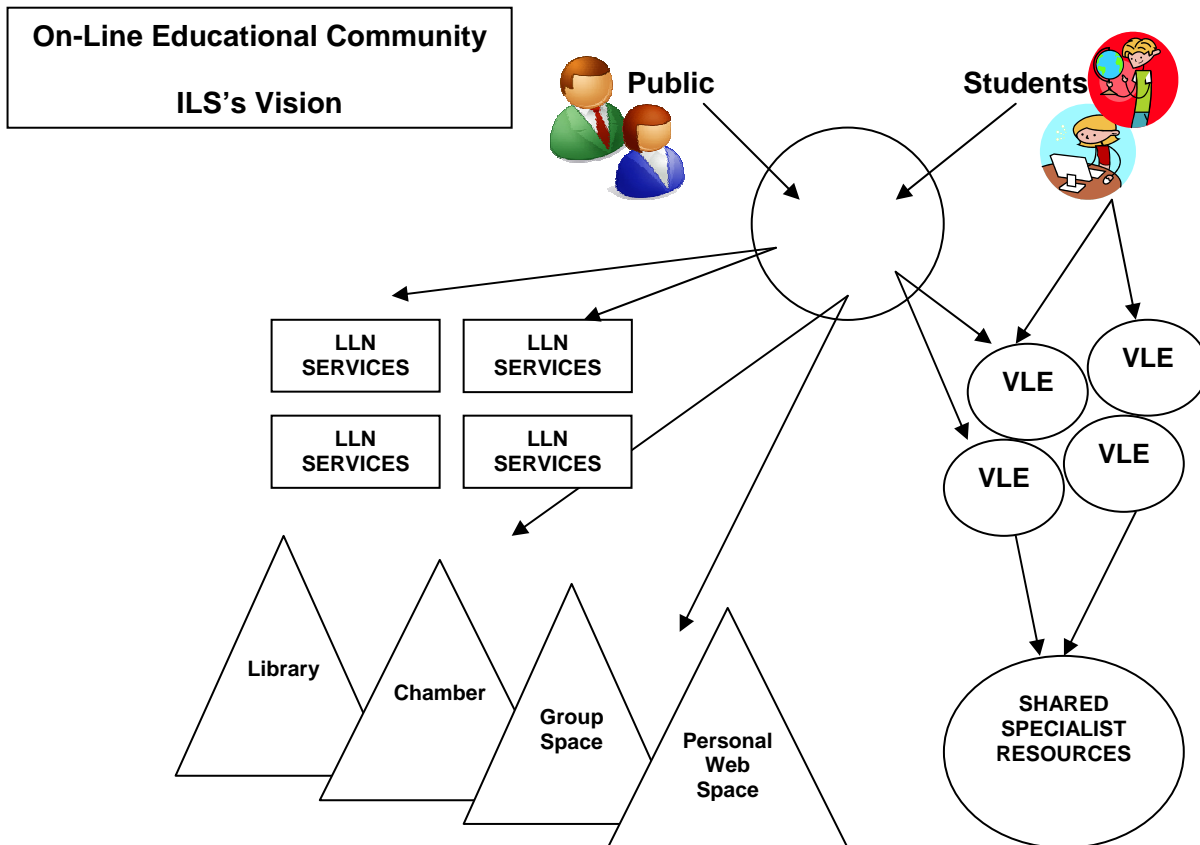
The concept of an on-line educational community (OLEC) was introduced by Dr Andrew Rothery, who suggested that the LLN's objectives of improving vocational progression into [ans?](#) within HE could be supported by the proposed project. The OLEC would work with partners' own VLEs to create a variety of services for students and staff, including course information. It will also extend out to the public with sample courses to 'try before you buy'.

The Chamber of Commerce, the new Library, and other providers of relevant services and facilities would similarly be linked to the OLEC.

Julia Gidney at WCT has developed some personal web space for the students which incorporates areas where students can advertise their skills and, for a fee, employers can review student skills with a view to employment. It could also provide services for small companies.

Access could be given to all library members to spread it across the region. Different access would be allocated to students and lecturers than to the public. This system would allow sharing of resources between FE and HE. OU have a Moodle based system due on line in February 2007. There are no licence fees with Moodle.

ACTION: Debbie to work with the OLEC team to develop the proposal and report back to the next meeting.



5 Report from Julie Balsom on proposed Masters Project

Julie teaches at UW and Holme Lacy (Pershore Group of Colleges) and is undertaking a part time Masters at UW. Julie would like to complete a project for her Masters on Herefordshire and Worcestershire's LLN from January to June 2007.

It was discussed and decided that this would fit in with the LLN timescales and would benefit the LLN if Julie could look into evaluation models which could be used now to provide a baseline and repeated annually to track the progression and success of the LLN. One such instrument could be a random questionnaire to HE staff in FE and Managers in FE colleges about their understanding of, and involvement in, LLN activities

AGREED : Julie welcome to future LLN Steering Group meetings and will propose an evaluation method.

6 To receive draft monitoring and evaluation report from HEFCE

The draft Monitoring Report was well received by all and suggestions were made for improvement:

- A third column to be added titled Evidence of Actions
- There are 100 ASNs
- Model 1 (allocation of ASNs to lead HEI) was selected as it is a transparent system with fairly distributed funding.

7 To approve revised targets for 2006/07

Approved subject to minor amendments to the format of the charts.

8 To consider revised strategy, structure and staffing

Suggested that:

- All access area could be placed within the minutes
- Could use Aimhigher's marketing areas – ALPS etc...

- Could start a website listing all agendas, minutes, relevant papers and reports for ease of access for all stakeholders
- Should look at Train2Gain's FD Adviser.

9 To receive revised financial profile

Will request postponed funding from HEFCE.

ACTION: Debbie to send profile to group prior to sending it to HEFCE in January 2007.

10 To consider paper regarding logo for the network

Debbie suggested a competition for any student registered at a FE or HE institute within the area to design a logo for the LLN with a prize of £1000. This meeting membership to be judges. AGREED.

ACTION: Debbie to ensure that there will not be a national logo produced for the LLNs.

11 To approve process for project approval

Debbie proposed a template to the group and suggestions were made:

- Add a traffic light colour codes key to summarise where projects are briefly.
- Once a profile has been agreed, funding should be drawn down at specified stages of the project.

12 To receive the Joint Forum draft overarching principles and operational criteria for a common approach to credit

To be agreed.

13 To receive feedback from networks attended:

Regional LLN Group

This group met for the first time on Monday 11 December 2006 at Aston University. Geoffrey has agreed to chair the group for 12 months. Warwick Hall, FDF West Midlands, will attend the next meeting. The group will explore how the LLNs can work together including developing shared credit and progression frameworks. There are 4 representatives from each LLN, 1 being FE. OU to be invited in their own right recognising cross-regional structure.

National Practitioner Group

This was on Wednesday 22 November 2006 in Leeds and was attended by Geoffrey and Debbie. Good networking event for all LLNs to see what progression had been made.

Suggested that the LLN should devise a mechanism to routinely make local Principals aware of staffing vacancies, with next alert going out in February 2007.

ACTION: Debbie to discuss with Geoffrey in January 2007.

14 To discuss the Annual Conference

This would raise the LLN profile and would be primarily directed for the region, but national involvement would be welcomed. Looking at November 2007; agenda item next time

15 Meeting review and Any Other Business

Was agreed that the meeting was a success.

Next meeting to be arranged for the end of February 2007.

ACTION: JCB to arrange next meeting.