

STANDING CONFERENCE ON UNIVERSITY TEACHING AND RESEARCH IN THE EDUCATION OF ADULTS

MINUTES OF THE COUNCIL MEETING HELD ON 29th April 2004

Present: WARWICK (**Barbara Merrill**, *Chair*), SUSSEX (**Pam Coare**, *Secretary*), LEEDS (**Paul Armstrong**), OXFORD (**Mark Gray**), BIRKBECK (**Sue Jackson**), INDIVIDUAL: **Ann Jackson** (ALI), **Janet Coles** (Leeds), HON: **David Jones**.

1. **Apologies:** OPEN UNIVERSITY (**Roger Harrison**), STIRLING (**Peter Gray**, *Membership Secretary*), EXETER (**Cheryl Hunt**), Edinburgh (**Jim Crowther**, *Treasurer*), NIACE (**Veronica McGivney**), Hon: **Linden West**, **Nod Miller**

2. **Minutes of the previous meeting:** Agreed as correct

3. **Matters Arising**

- Peer review Journal. Paul Armstrong is taking a lead on this. Paul will bring a discussion paper to the next Council meeting. Paul will also contact the Secretary about asking other members to participate in the sub-group looking at this development. **Action: PA**
- Council requested that the Membership Secretary provide an up-dated list of members and payment to the Chair as soon as possible. **Action: PG**
- Council requested that the Membership Secretary bring new members packs to the Conference. **Action: PG**
- The Secretary agreed to look at selling advertising space on the website to appropriate publishers. **Action: PC**
- Website: David Jones kindly agreed to 'hold the fort' on the website until a member could be found who might take on this role. This person could be co-opted to report back to Council. We will ask for expressions of interest at Conference. **Action: PC**
- On-line payment facility: Sue Jackson provided some information regarding on-line payment provided by a colleague at Warwick. Paul Armstrong agreed to look at various options including Paypal and contact the Treasurer as necessary. Report to come to the next Council meeting. **Action: PA**

4. **Chairs Report**

- It was agreed at the last Council meeting that Barbara would write a piece for Adults Learning with regard to the impact of fees on adult learners. However, before she could complete this, an edition of the journal was delivered that was focused on the issue. It was therefore agreed that Barbara will begin a discussion group about this on the website. **Action: BM**
- The Chair reported that website training had still not taken place. David suggested that it may be possible for the website to be up-loaded onto a simpler system. This was agreed. David also agreed to take forward a request from Council that training now take place before the Council meeting at Sheffield on July 6th. **Action: DJ**

5. Treasurer's Report

- Jim Crowther sent his apologies to the meeting. Unfortunately the report he had sent was unavailable due to technical difficulties. It will be circulated to Council members with the minutes as soon as possible. **Action: PC**
- Pam reported that Bangor had sent a cheque for £300, which represented income from the 2003 Conference.
- David reported that the Arts Conference 2003 had been financially supported by the National Gallery, who had handled all the finances. In future, it will no longer be part of the SCUTREA accounts.

6. Membership Secretary's Report

- Peter Gray had offered his apologies for the meeting. There was no report.
- Some Council members expressed concerns about the lack of invoices to their institutions. Barbara was asked to write to Peter and ask for an up-dated list and payment report as soon as possible **Action: BM.**

7. 2004 Conference Report

- Cheryl had offered her apologies for the meeting, but sent a detailed report to Council on the progress to date. Council colleagues agreed to help 'chase' papers that have been promised but not yet submitted. Various detailed changes were proposed and will be sent on the Cheryl tomorrow. **Action: PC**

8. 2005 Conference Report.

Pam offered details of the planning for the 2005 Conference at Sussex. She also presented a budget breakdown. It was agreed to go ahead on the basis of these costs.

9. Joint Seminar Series

The planned Autumn 2004 joint Escalate/SCUTREA seminar will report on research that has been undertaken at Stirling. Barbara will contact John Field to confirm Leeds as a venue and ask for possible dates. **Action: BM**

SRHE/SCUTREA joint seminar has proved problematic to organise. Barbara will pursue this again for Spring 2005. **Action: BM**

10. 'Studies' report

Roger Harrison sent his apologies for the meeting. There was no report.

11. Report from Individual Members Reps

The reps had nothing to report. It was agreed to review if we needed additional reps when we see the up-dated membership list.

12. Peer review Journal. See under matters arising.

13. Disability Discrimination Act: Pam tabled a brief discussion document. The following points were discussed and agreed.

Pam would take forward drawing up a 'check list' to be used when booking venues for Conferences, seminars or meetings. **Action: PC**

We would ask Cheryl to ensure that all presenters at this years conference receive up-dated information including text style and size for handouts. **Action: PC and CH**

We should put a link on the website to information about Access to Work funding.

It was agreed to ask Cheryl to ensure that the proceedings of this years conference be printed in ARIAL size 12. **Action: PC and CH**

David Jones will take forward all the suggestions in the discussion document regarding the website, and report back to Council. **Action: DJ**

We explore ways in which we might gather more details about a) those who come to SCUTREA events and b) our broader membership. **Action: PC**

Mark Gray pointed out that we should be planning all our activities with disability issues in mind. Council concurred..

14. Website Updates: It was agreed that this item had been covered in early discussion throughout the meeting. That it is central to so many items on the Agenda was indicative of our need for someone to have responsibility for this role.

15. SCOOP.

It was agreed that Pam and Paul will endeavour to produce a SCOOP Conference Special in Sheffield. Cheryl to be asked about printing facilities. **Action: PC**

16. AOB

- Sue Jackson reminder Council that one of the SCUTREA/Birkbeck joint seminars would be immediately after the Council meeting.
- AERC – Paul offered to take publicity about the Sussex Conference to the next meeting. Pam to provide him with a flier. **Action: PC and PA**
- ESREA – Barbara reminded Council of the next conference in Poland September 16-18th

Date and time of the next meeting: : Tuesday July 6th, Sheffield