

**University Of Dublin
Trinity College
Equality Committee**

Minutes of a meeting held on Wednesday 17th October 2012 at 2pm in the Board Room, House 1.

Present: Prof. M Bouroche (Chair), Ms S MacBride, Ms C Hannon, Ms A Taylor, Mr A McEwan (GSU), Ms A Ní Chonaire (SU), Ms V Butler, Ms K Campos McCormack (outgoing secretary), Ms M Garvey (incoming secretary).

Apologies: Vice-Provost, Prof. I. Arnedillo Sánchez, Prof M McCarron, Mr D Treanor.

In attendance: Dr. E. Doyle*

Present for: *Eqal/12-13/04

Items for Board attention are denoted XXX

The Committee welcomed the new Chair, Equality Officer, and student representatives.

Eqal/11-12/01 Minutes

The minutes of the previous meeting, 12th June 2012, were approved and signed.

Matters arising were discussed and minuted below:

Eqal/12-13/02 [Eqal/11-12/19] HR Committee liaison: Ms Campos advised that following Board approval for Equality Committee representation on the HR Committee, nominations will be considered at the next meeting in Hilary term 2013. This will allow the nominee to attend the next HR Committee meeting in February 2013.

Action: Item to be added to call over for the next committee meeting.

Eqal/12-13/03 [Eqal/12-13/22] Ms Campos advised that there is a vacancy on the Equality Committee for a staff representative and that she has approached Mr T Woods, Research Assistant in the School of Physics, provisionally. The Committee approved this appointment.

Action: The Equality Officer to inform Mr Woods of his appointment.

Eqal/12-13/04 TCD Global Strategy Briefing

The Committee welcomed Dr. E Doyle, Global Officer Coordinator, to the meeting to brief on the Global Relations Strategy. Ms Doyle explained that the Global Relations strategy aims to place the College on the global stage through embedding internationalisation, and through outward and inward mobility of academics and students. This is to be achieved through increasing the College's international visibility, international institutional collaboration and partnership, international student recruitment drives, and the engagement of the College's international alumni. The strategy seeks to increase the numbers of international students choosing the College by over one thousand by 2015 and to ensure this increase is maintained. International student recruitment will be advanced through international marketing strategies, international scholarships, the engagement of academics, alumni and existing students and through linking in with international recruitment cycles.

Ms Doyle confirmed that this work will be led by the Vice Provost for Global Relations, and will be advanced by Regional Officers linking with Country Advisors in major markets and Global Officers based within schools who oversee scholarships, alumni development, and student engagement.

Ms Doyle drew attention to the College's current European and worldwide collaborations, and confirmed that the strategy is at present focusing on North America, India and China. College has also fostered links in Brazil.

The Chair thanked Ms Doyle for the briefing and noted the institutional benefits of internationalisation. She queried whether consideration had been

given to the College's preparation to meet the challenges of internationalisation, noting that an increase in international students is likely to lead to increased demand for student services and religious and cultural accommodations. The Committee agreed that the College must be prepared to meet these needs if the Global Strategy is to be a success. Ms Doyle confirmed that the strategy is in its early stages but that consideration is being given to the potential input on student services, and plans are in place to assess the needs of incoming international students. The Committee noted that the Vice Provost of Global Relations will liaise with the Vice Provost / Chief Academic Officer and the Dean of Students regarding this issue.

Mr McEwan (GSU) noted that Students' Unions Officers have experience in supporting international students and would be well placed to contribute to the strategy. Ms Doyle welcomed this input.

The Committee suggested that intercultural awareness training could benefit College staff. The Students' Unions representatives suggested that this training could also benefit Students' Unions Officers.

Action: The Equality Officer to arrange a meeting with Global Relations to discuss internationalisation and equality, and to consider the provision of intercultural awareness training across the College.

Eqal/12-13/05 Action call-over

Student parent Policy Ms Campos advised the Committee that the Student Parent Working Group had been established and had met on the 13th September 2012. The Committee noted that the group had agreed to develop a student parent policy that would be inclusive of gender, level of study, and would include carers. It is expected that a draft policy will be presented to the Equality Committee for consideration at the next meeting. The Committee noted that the policy will follow a rights and responsibilities format, and it is expected that College Tutors will play a key role in its implementation.

Further work on the Student Parent Working Group agenda includes:

- The development of a student parent resource webpage to sit on the Tutorial Service website.
- The allocation of a family room on campus for staff and student parents.
- The establishment of a Student Parent's student society.

A welcome event had been held for student parents and their children in the Sports Centre on 6th October 2012.

Action: Draft Student Parent Policy to be presented at the next Equality Committee meeting for approval.

Student Accommodation Allocation: Ms Campos confirmed that the Junior Dean and Registrar of Chambers are now two separate roles and that the Registrar of Chambers is invited to attend the next Equality Committee meeting.

Action: Item to be added to the agenda for the next committee meeting

Civil Partnership Act: Nothing to report

Transgender ground: Nothing to report

Supporting Deaf Staff in College: Mr Treanor to report at the next Equality Committee meeting.

Action: Item to be added to call over for the next committee meeting

CSC and Student Society Dignity and Respect / Accessibility

Awareness: Ms Campos confirmed that Mr J O'Gorman, Central Societies Committee, will attend an Equality Committee meeting. Ms Ní Chonaire (SU) suggested that Dignity and Respect be included in CSC Officer training. This will be discussed with Mr O'Gorman when he attends the Committee.

Action: The Equality Officer to invite Mr O’Gorman to the next Equality Committee meeting.

Equality Committee membership: Ms Campos confirmed that amendments to Equality Committee membership were approved by Board.

Quorum and Operation of Meetings: Ms Campos confirmed that amendments to Equality Committee quorum and operation of meetings were approved by board.

Training: Ms Campos developed and circulated an Equality Committee handbook for new members. Ms Ní Chonaire (SU) and Mr McEwan (GSU) requested recirculation. Ms Campos confirmed that training needs will be identified as they arise.

Action The Equality Officer to recirculate the Committee handbook to Ms Ní Chonaire (SU) and Mr McEwan (GSU), and the newly appointed Mr Woods.

Terms of Reference: Ms Campos confirmed that amendments to the Equality Committee Terms of Reference were approved by Board.

Disability Act 2005 Report: Mr Treanor to report at the next Equality Committee meeting.

Action: Item to be added to call over for the next Equality Committee meeting

Other call over items discussed under agenda items.

Section A – Policy issues

Eqal/12-13/06 Equality Committee Annual Report 2011-2012

XXX The Committee welcomed the circulated Equality Committee Annual Report 2011-2012. Ms Campos advised that the report follows a new format

following the Equality Committee self-evaluation review, and the Equality Officer's Report is now a separate document. Ms Campos advised that the report provided an outline of the Equality Committee's function and the main issues addressed by the Committee during 2011-2012. She noted that the Committee had addressed the following key areas:

- Equality Committee Self-Evaluation which resulted in amendments to Equality Committee Terms of Reference and annual reporting schedule.
- Implementation of the Disability Act 2005.
- Accessible Information Implementation and the amendment of the Accessible Information Policy.
- Circulation of the Gender and the Merit Bar Report.
- Circulation of memo regarding the 2009 Senior Promotions and Gender report.
- The establishment of Student Parents Working Group to develop an inclusive student parent policy.
- The amendment of the Dignity and Respect Policy to include promotional materials and publications.
- The Implementation of the LEAD Equality e Learning Programme.
- Equality Monitoring Report 2011-12 noted continued gender imbalance in senior staff grades, and the lack of part time study opportunities in College.

Ms MacBride noted that there was an apparent lack of student services support for part time students in the College and suggested the Equality Office raise this issue with the Dean of Students. The Committee supported this suggestion.

The Committee noted that the 2011-12 Equality Monitoring Report highlighted a possible gender impact of the HPAT admissions system to medicine. Ms Campos confirmed that she spoke to the Senior Lecturer who will discuss issues regarding the HPAT system at a sectoral level.

The Committee noted the recommendation to establish training for new Heads of Schools in equality, disability and governance issues and the Chair will highlight this recommendation when the report goes to Board.

The Chair welcomed the report and noted the progress the Committee had achieved in 2011-2012.

The Committee approved the Equality Committee report.

Action:

- The Equality Officer to submit the Equality Committee Annual Report 2011-2012 to Board together with the minutes.
- The Chair to raise the recommendation to establish training in equality, disability and governance for new Heads of School when the Committee Report is discussed at Board.
- The Equality Officer to raise the issue of the apparent lack of student services support for part time students with the Dean of Students.

Equal/12-13/07 Trinity Access Programmes Report 2011-2012

The Committee welcomed the circulated Trinity Access Programmes Report (TAP). Ms Hannon advised that this is the first TAP annual report to be presented to the Committee following a recommendation that arose from the Committee self-evaluation to establish a reporting schedule for relevant areas. Ms Hannon advised that TAP mature students are included in admissions data within the report, but that data on overall mature student admissions is not included. Ms Hannon suggested that a separate report on overall mature student admissions data could be drafted by Ms C Byrne, Mature Students' Officer, and presented to the Committee. The Committee agreed that this would be worthwhile.

Ms Hannon advised that the report provided a review of TAP activities throughout 2011-12 and highlighted the following key points:

- TAP has grown significantly over twenty years, and by 2011-12 19% of the College student body were registered as students from 'under represented groups'. Ms Hannon advised that this figure includes mature students and students registered with the Disability Service and that the College Access Plan had set a target of 22% by 2013.
- Council approved FETAC entry to Nursing and Science in line with sectoral practice. In 2012 the first students accepted places through this route.
- Council approved a minimum entry level of 350 points plus subject requirements for the Faculty of Engineering, Maths and Science. There had been a doubling of progression rates to this Faculty between 2011 and 2012.
- In 2012 College admitted its first student from CDVEC Rathmines College.
- TAP continues to develop new programmes and activities, and will host an event on 22nd November 2012 showcasing new TAP initiatives that aim to increase engagement in the professions of law, STEM, health sciences, business and entrepreneurship.
- Ms Hannon advised that TAP will celebrate its 20th anniversary in 2013 and that a series of events are planned for spring 2013 including a stage production of 'Educating Rita'.
- Ms Hannon confirmed that the primary challenge facing TAP is to maintain resources for continued development in the current economic context. She advised that TAP generates a significant portion of its budget from philanthropic sources. Ms Hannon also noted that TAP link schools have experienced significant cuts, notably to guidance and special needs provision.

The Committee commended the continued growth in students from 'under represented groups' and Ms Hannon expressed the opinion that the College is in line to meet the 22% target agreed for 2013. She noted that it is a challenge to significantly change the admissions landscape within the

confines of the Leaving Certificate points system as a single modality for entry. The Committee noted that the College has stated a commitment to provide equality of access and opportunity to talented students from all backgrounds within the Strategic Plan, and observed that a proposed feasibility study for undergraduate admissions had been discussed at Undergraduate Studies Committee and will go before Council this month.

The Chair suggested that the Equality Officer liaise with the Senior Lecturer regarding access to admissions data for monitoring of the impact of the new entry routes on student diversity.

The Committee commended the progress of TAP, particularly in light of reducing resources, and thanked Ms Hannon for her presentation.

Action:

- The Equality Officer to request a separate report from Ms C Byrne, Mature Students' Officer.
- The Equality Officer to contact the Senior Lecturer regarding data monitoring of the impact of new entry routes on diversity.

Eqal/12-13/08 - Equality Officer Report 2011-2012

XXX The Committee welcomed the circulated Equality Officer Annual Report 2011-2012. Ms Campos advised that this report details the Equality Officer's activities in relation to policy development and compliance; equality programmes; dissemination and communication. Ms Campos drew attention to the following key activities:

- Equality Policy: The Equality Officer is currently developing a self-evaluation instrument to facilitate the implementation of the Equality Policy. Ms Campos noted that a monitoring and reporting system for the Equality Policy is to be agreed to ensure implementation is mainstreamed, noting that the lack of a complaint reporting system within the Equality Policy could negatively impact the effectiveness of the policy. Ms Campos advised that the Equality Officer would

seek a meeting with the Chief Operating Officer to discuss monitoring and implementation.

- Equality Monitoring and Data: Ms Campos noted that the compilation of equality data in relation to staff and students has progressed and that the Equality Officer and HR developed an equality screen for e-recruitment, which will go live in October 2012.
- Gender Equality: The Equality Officer participated in the development of a sectoral Gender Action Plan, which will be launched on 19th November 2012. Ms Campos advised that it is hoped that the College will engage in the plan during the coming academic year.
- Merit Bar and Senior Promotions: Ms Campos advised that following the Merit Bar and Senior Promotions report on Academic Areas, the Equality Officer will investigate gender balance and diversity in administrative areas through a qualitative exploration.
- LEAD: Ms Campos noted that following the LEAD equality training programme launch, the Equality Committee recommended that all staff who participate in interview panels should complete the programme by September 2013. The Equality Officer is communicating with schools / administrative areas to implement this recommendation, and work is ongoing. Ms Campos advised that 80 staff members have completed the programme to date. Ms Taylor suggested enhancing the visibility of the programme by adding an indicator symbol of an anchor to the names of those who have successfully completed the training and assessment on the Selection Committees list circulated to Board. This suggestion was approved by the Committee.
- Ms Campos commended the increase in staff-student collaboration regarding Equality issues and initiatives during the academic year 11-12 and expressed the hope that this would continue.

Action:

- The Equality Officer to seek a meeting with the Chief Operating Officer to discuss monitoring and reporting of Equality Policy Implementation.
- Ms Taylor to seek that an indicator symbol of an anchor be added to the names of those who have successfully completed the LEAD training programme on the Selection Committees list circulated to Board.

The Committee approved the Equality Officer report.

Eqal/12-13/09 – Dignity and Respect Policy

XXX Ms Campos drew attention to two memos, both dated 10th October 2012, from Ms L Power, HR with respect to the Dignity and Respect Policy.

Memo re: notification of change of the role of contact person:

Ms Campos invited the Committee's attention to the changes to the role now performed by the contact persons arising from amendments to the Dignity and Respect Policy. The Committee noted that approval was sought to include two additional bullet points to the role of Contact Person:

- Encourage an open discussion with the staff / student, to create a balanced view of the situation, e.g. impact on other parties in a case / normal work environment in an area.
- May liaise with Heads of Schools / Tutors in complex academic student / staff complaints as defined in the procedure.

The Committee approved these changes.

Memo re: appointment of Contact Persons:

The Committee noted the appointment of two new contact persons to the panel. The Committee also noted that the new appointees are progressing through training and that a reserve list, which will be valid for a year, had been created. Ms Campos advised the Committee that the entire panel will be provided with training in mediation skills through the Staff Development Programme.

Section B – Implementation issues

Equal/12-13/10 - Equality Fund 2011-2012 report

Equality Fund 2011-2012 report

XXX Ms Campos drew the Committee's attention to the Equality Fund projects completed in 2011-2012, noting that five projects were successfully completed, two carried over to 2012-13, and two projects cancelled, with a total expenditure of €6441 (with €5805 committed for 2012-2013 to support projects that were unavoidably deferred and will be completed in 2012-2013). Ms Campos noted that 2011-12 projects had focused on student parents, gender equality, mental health and communication and that outcomes included:

- Generation of a report on student parents, which contributed to the establishment of a working group to develop a student parent policy.
- Welcome event for student parents and their families.
- Publication of Siren magazine for International Women's Day.
- Development of a resource website for staff and students with communication difficulties (not yet launched).
- Development of "Five a Day" resource website for mental well being.
- Launch of student-run wellbeing space in Goldsmith Hall.

2012-2013 Allocation Ms Campos advised that the 2012-13 call will be announced in late October 2012, with a closing date for applications in late November 2012 and allocation before Christmas 2012. Ms Campos noted that the Equality Fund Working Group had discussed the number of cancelled and deferred projects in 2011-2012, and proposed to amend the selection process to have two stages before confirming allocation: first select projects based on application forms and then meet project organisers to clarify the feasibility of the project given the timeline and resources. Ms Campos noted that it had been proposed to develop a guideline sheet for project organisers on how to organise inclusive events drawing attention to

the Accessible Information Policy, Dignity and Respect Policy, and the College Alcohol policy.

Ms Garvey confirmed that it is also proposed to hold an Equality Fund networking and showcase event the week of the 10th-15th November 2012 with brief 5 minute presentations and displays from past Fund awardees. Ms Garvey noted that it is expected that this will become an annual event.

The Committee approved the proposals presented.

Equality Fund Terms of Reference Amendment

Ms Campos highlighted a proposed amendment to the Equality Fund Terms of Reference that would allow expenses associated with catering and refreshments to be funded, if essential to the project, up to a maximum of 10% of the total budget of the project. Ms Campos explained that this amendment would particularly benefit student-led projects that would not necessarily have alternative funding options, and offered the student parents' family welcome event as an example. The Committee approved this change.

Actions:

- The Equality Officer to prepare and circulate 2012-13 Equality Fund Call.
- The Equality Officer to prepare networking and show case event for November 2012.
- The Equality Officer to amend terms of reference to allow for limited funding of catering and refreshments.

Section C – Matters for noting

There were no matters for noting.

Any Other Business

The Committee thanked Ms Campos for her work to date and wished her good luck as she goes on career break.

Signed

Date