

The University of Dublin

Trinity College

Minutes of Student Services Committee Meeting, 13th December 2005

<i>Present</i>	Dean of Students (Mr B Misstear), College Secretary (Mr M Gleeson), Senior Tutor (Dr C Laudet), Dr M Coffey, Mr S Gannon, Ms S O'Brien, Dr A Piesse, Mr R Sheridan, Dr P P Walsh.
<i>Apologies</i>	Senior Lecturer (Prof C Kearney), Deputy Treasurer (Mr I Mathews), Ms M Leahy.
<i>In attendance</i>	Ms G Conroy

The Dean of Students welcomed Dr Walsh, representing the Deans.

SECTION A

SS/05-06/33 Minutes The minutes of the meeting held on 17th November 2005 were approved and signed subject to the following amendment:
SS/05-06/27 Working Party on Mental Health: Proposal for a written code of practice: It was confirmed that the Working Party on Mental Health is a sub-group of the Student Services Committee.

SS/05-06/34 Matters Arising from the Minutes Matters arising from the Minutes were discussed and are recorded below (see minutes **SS/05-06/35, SS/05-06/36, SS/05-06/37, SS/05-06/38, SS/05-06/39.**

SS/05-06/35 College Day Nursery The issue of the future line management of the Nursery was being considered by the College Secretary. The Vice-Provost had been briefed in relation to options for extending childcare provision and the College Secretary was considering the implications of a relationship with a nearby crèche.

The Deputy Treasurer had responded positively to the Senior Tutor's letter concerning the index linking of the College subsidy for the Nursery.

The committee was informed that a facility had been provided on a trial basis in the Nursery, by prior arrangement and with the approval of the SU Welfare Officer should the need arise, for a registered student to breastfeed her infant where the infant was not already registered in the Nursery.

SS/05-06/36 Quality Review of Services The summary reports for SDS and CAS are being prepared by the Quality Office/Secretary's Office. The final External Reviewers' report for SCS had now been received, comments had been made by the Director of SCS and the Dean of Students, and a summary would be prepared by the Quality Office/Secretary's Office. The summary reports for all three services would then be considered in turn by the SSC and by Board.

SS/05-06/37 Working Party on Mental Health: Proposal for a Written Code of Practice The Working Party had met, had considered the outline for a draft Code of Practice, had assigned sections within the draft outline for refining, and would meet again in January 2006. It was noted that some other Irish universities are also proposing to develop mental health policies.

- SS/05-06/38** **College "Join-up week"** Whilst Freshers' Week works well particularly for undergraduate students, a small working group under the direction of the Dean of Students had organised a 'Join-up week' in order to reach out to those students, both new entrants and continuing students, who might have missed the opportunities that Freshers' Week provides for information on student services in general, and for joining clubs and societies. During the week commencing 14th November, Student Services stands were staffed in the Arts Building, the Hamilton, the School of Nursing and the Trinity Teaching Centre, St James's Hospital. It had been a worthwhile exercise, observing nonetheless that students seemed to prefer to browse and take leaflets from an unmanned stand. The group would re-convene during Hilary Term to review the exercise.
- SS/05-06/39** **College Health Service Review** The Dean of Students said that he had given a brief presentation to Board on the review of the College Health Service. This presentation had been positively received. Comments concerning the possible introduction of consultation fees for students in the College Health Centre, reported in Trinity News, had created considerable controversy in the Students' Unions. It was agreed that further discussion on the matter would be required at a future date.
- SS/05-06/40** **Strategic Plan for Student Services** The Dean of Students outlined the main features of the draft plan, in particular the priority items for action, and said that it had been discussed in detail by all interested parties. In relation to implementation costs he said that while some actions could be funded from existing resources, others would require additional funding of the order of €400,000.00, or approximately 10% of the student services budget. The Committee noted in particular the commitment to learning support, inclusiveness in respect of disability and social disadvantage, and improvements in supports and services for both undergraduate and postgraduate students. The Plan was timely in particular in respect of recent budget announcements from the Dept. of Education and Science concerning the additional resources to be allocated to third level institutions for the creation of *4th level Ireland*. The timing of the plan should encompass the time span for additional government funding, and its aims and objectives should be identified by College to be important alongside those of Teaching and Research. Noting that the commitment must be for the immediate present, not the future, the Committee approved the draft subject to the addition of a reference to current 4th level initiatives, plus some minor editorial changes. It was agreed that copies would be circulated to the Junior Dean, the Senior Dean and the Warden of Trinity Hall and that any final comments would be sent to the Dean of Students by Wednesday 14th December.
- SS/05-06/41** **Annual Report from Capitation Committee** The Senior Dean presented the Capitation Committee Annual Report, a report that had previously been submitted to the Finance Committee. He said that the principal remit of the Capitation Committee was to oversee the disbursement of funds to the five capitated bodies, to monitor the accounts and activities of the bodies, and to approve and supervise the running of the Trinity Ball. He reminded the Committee that the activities of the capitated bodies were essential to undergraduate and postgraduate students in enhancing the student experience and rounding off student development. He viewed the capitation expenditure as giving good value in terms of the student experience. All of the accounts were finalised and were audited annually. In reviewing the activities of each of the capitated bodies he reminded the Committee that the growing postgraduate cohort with no tutorial system required the GSU president to spend an unreasonable amount of time on student cases. At the invitation of the Dean of Students, the Senior Tutor had accepted and the Committee approved her nomination to represent Student Services on the Capitation Committee.

SS/05-06/42 **Any Other Urgent Business** There was no other urgent business.

Section B

There were no items in this section

Section C

There were no items in this section

Signed:

Date: