

The University of Dublin

Trinity College

Minutes of Student Services Committee Meeting, 3<sup>rd</sup> July 2006

*Present* Dean of Students (Mr B Misstear), College Secretary (Mr M Gleeson), Senior Lecturer (Prof C Kearney), Senior Tutor (Dr C Laudet), Deputy Treasurer substitute (Ms Janet Byrne), Dr M Coffey, Mr S Gannon, Ms S O'Brien, Dr A Piesse, Ms M Leahy, Mr C Larkin (GSU Vice-President).

*Apologies* Dr P Walsh

*In attendance* Ms G Conroy, Ms D Keogh (incoming SU Welfare Officer)

SECTION A

**SS/05-06/073 Minutes** The minutes of the meeting held on 27<sup>th</sup> April 2006 were approved and signed.

**SS/05-06/074 Matters Arising from the Minutes** Matters arising from the Minutes were discussed and are recorded below (see minutes **SS/05-06/075**, **SS/05-06/076**, **SS/05-06/077**, **SS/05-06/078**, **SS/05-06/079**, **SS/05-06/080**, **SS/05-06/081**)

**SS/05-06/075 Student Services Strategic Plan** The Plan had been launched by the Provost at a reception on 2<sup>nd</sup> May 2006 (the Plan had been presented to Board on 1<sup>st</sup> March). Revisions would be made to the Estimates to take account of key requirements in the Plan. A meeting between the Dean of Students and the Heads of Services was scheduled for 3<sup>rd</sup> July 2006 to discuss the implementation of the Plan.

**SS/05-06/076 SDS, CAS and SCS Reports** All the recommendations of the QA review reports had been approved by Board. One of the recommendations of the SDS report was to establish a working group to review the line management of the SDS and Dr Mary Coffey agreed to represent Board on the working group. On the question of the location of Learning Support, there would be continuing discussions between the Dean of Students, the Senior Lecturer, the Director of Counselling and the newly appointed head of CAPSL.

**SS/05-06/077 Medical Director Recruitment** The Dean of Students reported that interviews had been held for Dr Thomas's successor, and that discussions were in progress with the preferred candidate.

**SS/05-06/078 Report of the College Day Nursery** Ms Alison Taylor had been nominated to succeed Dr Thomas as line manager of the Day Nursery. Welcoming this appointment, the Dean commented that this was a very important time for the Day Nursery, which needed to increase its capacity significantly.

**SS/05-06/079 Report from NASPA Conference** A reciprocal visit by NASPA delegates had taken place from 15 to 22 June, three nights of which the delegates had spent in TCD (jointly supported by UCD and DIT), followed by a visit to NUI Galway and culminating in attendance at Days 1 and 2 of the CSSI conference in Athlone.

**SS/05-06/080** **Estimates for 2005-2006** The Senior Lecturer reported that he was seeking additional information on the query concerning the costs of examinations and registration absorbed from the Student Charge income.

**SS/05-06/081** **The Student Services Committee 2006-07** Advance notice of dates the SSC meetings for the coming year had been requested and it was agreed that a programme of meetings would be proposed once the next secretary to the Committee had been appointed (this would be a Director of a Student Service, replacing Mr Gannon who had completed his 2-year term on the Committee). The proposal to appoint the Directors of two Services to sit on the Committee would be discussed at Board next week.

**SS/05-06/082** **Student Services Draft Annual Report** The Dean of Students introduced this first integrated Annual Report for Student Services, the objective of which is to provide Board with a concise consolidated overview of Student Services. In the future the Annual Report would be a means of reporting progress achieved against the actions of the Student Services Strategic Plan. The individual Student Services will continue to prepare their separate Annual Reports, for consideration at their relevant management committee.

The Draft Report looks at the main achievements of Student Services in the past year (2004-5), summarizes finances for that year in respect of Student Services, looks to the future priorities within Student Services, and includes in the appendices a summary report of the main achievements and key indicators of each of the services, including the capitated student bodies.

In discussion the Dean reiterated the importance of Board being provided with a clear overview of Student Services by means of an annual report, which should be presented by the Dean. The integrated report was welcomed by the Committee. There were some detailed comments made on the content, including: some additional clarity was sought in the entry on numbers attending the SCS on p.5; a short reference to the action to be taken in relation to increasing the number of crèche places should be made; and the Student of the Year Award by Trinity Foundation should be mentioned. The high costs of student administration (examinations, cost of registration, etc, which are also paid from the student charge) were commented upon and noted. The Report would be presented to Board early in Michaelmas term.

**SS/05-06/083** **Working Party on Mental Health** Having been set up as a subcommittee of the SSC for 15 months from April 2005, primarily to prepare a draft Mental Health Policy, the work of the Working Party had not yet been completed, and the WP had expressed a wish to continue with its work, both on the Policy, and also as a forum for discussion on important mental health issues. Accordingly, the Committee agreed to extend the life of the Working Party for a further year so as to enable it. The Dean of Students briefly summarised the aim of the Draft Mental Health Policy: the Policy (which would be put on the College's website) would provide clear guidance to students and staff on mental health well-being, and how they could seek help in cases of mental health difficulties. On completion of the draft policy, the Working Party would make contact with the Undergraduate Teaching and Learning Committee, which is formulating policy on fitness to practise for professional courses.

**SS/05-06/084** **Trinity College Academic Diary 2006/07** The Committee approved the continuation of the Diary, for which €15,750.00 had been secured in advertising and support revenue to date. The Senior Lecturer was fulsome in praise of the innovation of the diary, its style and content. It was proposed that the anticipated shortfall of €3,009.00, which might be reduced with additional advertising revenue, would be underwritten by the Senior Lecturer's Area under the CAPSL umbrella, based on the inclusion of a

Basic Study Fitness check. If possible, a Health Promotion page should be included – the Health Promotion Officer would be approached in connection with this. The distribution of the diary to students at registration had worked well last year, but the distribution to staff needed to be improved.

**SS/05-06/085 Any Other Urgent Business** The GSU Vice-President pointed out to the Committee that support funding from the Change Fund for the post of second sabbatical officer in the Graduate Students' Union would elapse in July 2007, and that alternative funding would be required for this post to continue.

The Dean of Students expressed warm thanks to the out-going Committee secretary, Mr Sean Gannon, Director of the CAS, and to the two out-going Committee members, SU Welfare Officer Ms Stephanie O'Brien and GSU President Mr Ryan Sheridan, for their enormous contribution to the work of the Committee. He welcomed Ms Denise Keogh, incoming SU Welfare Officer, to the Committee.

### **Section B**

*There were no items in this section*

### **Section C**

**SS/05-06/086 Line Management of the College Day Nursery**

The committee noted and approved the nomination of Ms Alison Taylor as the line manager.

**SS/05-06/087 Chair of the Student Counselling Service Committee**

The committee noted and approved the nomination of Professor John Parnell.

**SS/05-06/088 Membership of the Student Counselling Service Committee**

The committee noted and approved the nomination of Professor Gerard Whyte as representative of the Law School and Professor Peter Coxon as the representative of the Deans.

**SS/05-06/089 College Health Service Committee**

The committee noted and approved minutes of 24<sup>th</sup> November 2005.

**SS/05-06/090 Student Disability Service Committee**

The committee noted and approved minutes of 2<sup>nd</sup> May 2006.

**SS/05-06/091 Membership of the Careers Advisory Service Committee**

The committee noted and approved Dr Aine Kelly as the representative of the faculty of Health Sciences

Signed: .....

Date: .....

