

The University of Dublin

Trinity College

Minutes of Student Services Committee Meeting, 20th October 2006

Present Dean of Students (Mr B Misstear, Chair), Senior Lecturer (Prof C Kearney), Treasurer's representative (Ms Janet Byrne), Senior Tutor (Dr C Laudet), Prof PP Walsh, Ms D Flynn (Secretary), Mr T McAuley, Dr E MacCarthaigh, Ms Ruth Palileo, Ms D Keogh.

Apologies College Secretary (Mr M Gleeson), Dr M Coffey

In attendance Ms G Conroy

The Dean of Students welcomed members attending their first meeting of the Committee.

SECTION A

SS/06-07/1 Minutes The minutes of the meeting held on 3rd July 2006 were approved and signed.

SS/06-07/2 Matters Arising from the Minutes Matters arising from the Minutes were discussed and are recorded below (see minutes **SS/06-07/3**, **SS/06-07/4**, **SS/06-07/5**, **SS/06-07/6**, **SS/06-07/7**, **SS/06-07/8**, **SS/06-07/9**, **SS/06-07/10**).

SS/06-07/3 Student Services Strategic Plan A meeting had been held on 3rd July between the Dean of Students and the Heads of Services to discuss the implementation of the plan. A further meeting to discuss the implementation would take place on 21st November 2006.

SS/06-07/4 Quality Reviews Following the recommendation in the Student Disability Service review report that the line management of this service be reviewed, a subgroup of the SSC (comprising the Dean of Students, the Secretary to the College, Dr M Coffey and the Senior Tutor) had met and proposed that the Disability Services Co-ordinator should now report to the College Secretary (instead of the Senior Tutor) on administrative matters, whilst continuing to work with the Senior Tutor and Dean of Students on policy matters. The committee approved this proposal. The subgroup also noted that, in light of obligations to staff under the Disability Act 2005, consideration should be given by College to expanding the role of the SDS to cover staff issues in the future.

SS/06-07/5 Medical Director Recruitment Dr David McGrath, formerly of the University of Edinburgh Health Centre, had been appointed new Medical Director of the College Health Service, and is due to join College on 6th November.

SS/06-07/6 College Day Nursery Line Management Ms Alison Taylor was no longer in a position to take on the line management of the College Day Nursery. The College Secretary was in discussion with Staff Office regarding a replacement nomination.

SS/06-07/7 Student Services Draft Annual Report Following minor changes to the draft report approved by the SSC on July 3rd, the Annual Report had been circulated to Board and would be presented by the Dean of Students on Wednesday 25th October.

- SS/06-07/8 Working Party on Mental Health** The preparation of the draft Student Mental Health Policy had continued during the summer. The policy is mainly intended to provide guidance to members of the staff and students on how and where to seek help when they are concerned about students experiencing mental health difficulties. The Working Party is due to meet during Michaelmas term to continue with the development of the policy.
- SS/06-07/9 Trinity College Academic Diary 2006/07** The diary had been produced on time, and feedback had been very positive. The Dean of Students congratulated all who had been involved in its production.
- SS/06-07/10 Estimates for 2005-2006** The Senior Lecturer reported that his office was continuing its investigation into the costs of examinations and registration absorbed from the Student Charge income.
- SS/06-07/11 Student Services Committee Terms of Reference** The Dean of Students summarised the terms of reference of the SSC for the benefit of new members of the committee. The Committee is to review these at its next meeting, in accordance with guidance being given to all Principal Committees following recommendations to Board from the Audit Committee.
- SS/06-07/12 Presentation on new Sports Centre** Mr Terry McAuley gave the committee a progress report on the construction of the new Sports Centre, and summarised the facilities it would provide. The 5-year business plan, approved by the Finance Committee some eighteen months ago, included detailed staffing arrangements and charges. It is expected that the keys would be handed over in late December, and following fitting out, the Centre would open on 2nd April 2007. Introductory membership is currently being offered to students for the academic year at €65, or the full year to end of September 2007 at €95. It is anticipated that 70% usage will be student, at 30% of cost, and 30% usage by staff and public, providing 70% of cost.
- SS/06-07/13 Presentation on College Health Service** Dr David Thomas presented an overview of the College Health Service from its foundation up to the present, outlining its growth from humble *ad hoc* beginnings to a more formalised service in the 1970s, moving then to the construction of the present Health Centre in the 1980s, which was designed for a maximum anticipated College student population of 10,000 students, noting that the present population has exceeded this estimate by 50%. Under the Directorship of Dr Thomas, the Service has moved from a reactive model of college health, with emphasis on diagnosis and treatment, to a 4-leafed clover model; the four leaves representing health promotion and prevention, mental health, diagnosis and treatment, and occupational health. This has been achieved with limited resources compared to other college health services internationally. Dr Thomas believes the Service is now at another crucial stage in its development, and that a new modern purpose built facility is required. He notes that the development of primary care facilities through public/private partnerships has support from the HSE and the Dept of Health, and recommends that College should consider moving in this direction. He also highlighted the need for additional funding, including the possibility of introducing a modest student charge or levy to augment income.
- On behalf of the Committee, the Dean of Students thanked Dr Thomas for his excellent work as Medical Director, and for his contribution to student services generally.
- SS/06-07/14 Disability Act 2005: College Obligations and Student Services** The College Secretary had requested heads of services to provide information relating to conformity with the requirements of this Act. It is proposed that Student Services

would submit a single integrated response, which will be presented in draft to the next meeting of the SSC. The Dean of Students, with the Disability Service Co-ordinator, will prepare a template for Heads of Services.

SS/06-07/15 Schedule of meetings for 2006/07

Friday 8th December 2006 at 9.00 a.m.
Tuesday 23rd January 2007 at 4.00 p.m.
Friday 9th March 2007 at 9.00 a.m.
Thursday 3rd May 2007 at 4.00 p.m.

The schedule of meetings above was approved, taking into account that it may be necessary to move the meeting scheduled for Tuesday 23rd January 2007 to tie in with the Estimates process.

SS/06-07/16 Any Other Urgent Business

Section B

There were no items in this section

Section C

SS/06-07/17 Financial Assistance Committee

The committee noted and approved minutes of 13th March and 4th May 2006

SS/06-07/18 College Day Nursery Committee

The committee noted and approved minutes of 10th February and 5th May 2006

SS/06-07/19 College Health Committee

The committee noted and approved minutes of 21st September 2006

Signed:

Date: