

The University of Dublin

Trinity College

Minutes of Student Services Committee Meeting, 8th December 2006

<i>Present</i>	Dean of Students (Mr B Misstear, Chair), Senior Lecturer (Prof C Kearney), Treasurer's representative (Ms Aine Mulcahy), Senior Tutor (Dr C Laudet), Ms D Flynn (Secretary), Mr T McAuley, Dr E MacCarthaigh, Ms D Keogh.
<i>Apologies</i>	College Secretary (Mr M Gleeson), Dr M Coffey, Ms Ruth Pe Palileo, Prof PP Walsh.
<i>In attendance</i>	Ms G Conroy

SECTION A

- SS/06-07/20** **Minutes** The minutes of the meeting held on 20th October 2006 were approved and signed.
- SS/06-07/21** **Matters Arising from the Minutes** Matters arising from the Minutes were discussed and are recorded below (see minutes **SS/06-07/22**, **SS/06-07/23**, **SS/06-07/24**).
- SS/06-07/22** **College Day Nursery Line Management** The matter of the long-term line management of the College Day Nursery has still to be resolved; however, as an interim measure, Ms Poynton is reporting to Mr Brian Bowden, Staff Relations Officer.
- SS/06-07/23** **Working Party on Mental Health** A meeting to progress the draft policy had been held on 30th November.
- SS/06-07/24** **Estimates for 2005-2006** On foot of enquiries by student representatives, the Senior Lecturer had conducted an analysis of the costs of examinations and registration absorbed from the Student Charge income, and provided a detailed explanation of the increasing costs associated with *examinations*, including once-off costs incurred due to re-structuring, additional invigilation costs in respect of examinations for students with special needs, the hire of outside venues, increases in the costs of external examining; regarding *registration*, increased costs included the hire of consumables and ID card equipment. The Dean of Students noted that the proportion of Student Charge income assigned to examinations and registration is currently 32% with the remaining 68% assigned to Student Services (2005 figures), and that the Student Services Strategic Plan 2006-8 had proposed a redistribution at 26%-74% to fund the Action Plan. Dr MacCarthaigh queried whether the exam allowance to lecturers was provided from this fund.
- SS/06-07/25** **Student Services Committee Terms of Reference** The Dean of Students introduced the updated Draft Terms of Reference for the Student Services Committee. These follow the format for Principal Committees' ToR as set out by the Audit Committee, with the following headings: Objectives, Membership, Meetings and Quorum, Duties, Authority and Performance Evaluation. Appendix 1 includes a list of the sub-committees. The Committee approved the revised ToR. The Dean of Students undertook to clarify with the College Secretary as to whether sub-committees should revise their Terms of Reference along the same lines. Discussion included whether there should be a formal committee of heads of services; currently the heads of services, who previously were members of the Student Services Committee, now meet informally around the time of each SSC meeting. It was agreed that the present

informal forum should continue. Rotation of the Directors who sit on the SSC was also discussed, and it was noted that there would be advantages in staggering the two-year rotation of the two nominated Directors, for purposes of continuity.

SS/06-07/26 Disability Act 2005: Responses from Student Services A review of the accessibility of Student Services had been conducted at the request of the College Secretary, in relation to assessing the compliance of all services and administrative areas with the Act. The report on Student Services highlighted that the main premises of CAS, SCS and Chaplaincy are inaccessible to students with mobility impairment. Other problems in delivery of services and accessibility of information include inadequate resources for making all services available to the hard of hearing / deaf. The responses to this College-wide review will be presented at Sites and Facilities (for physical access issues), and to other relevant fora (for other issues).

SS/06-07/27 Student Services Strategic Plan – progress to date A review of the progress to date of Actions under the headings ‘Meeting Student Needs’; ‘Raising the Profile of Student Services’; ‘Organisation, Funding and Other Resources’ was presented by the Dean of Students. Issues discussed included:

Meeting Student Needs: there is a need to promote, through CAPSL, issues of concern for non-traditional students and to develop a series of interventions which may include Universal Design, curriculum development initiatives etc to encourage greater responsiveness by staff and students.

Raising the Profile of Student Services: the website could be improved with more visible links; recognition of student participation in extra-curricular activities should be considered, perhaps in the context of the Trinity Experience Forum.

Organisation, Funding and Other Resources: ISS has been commissioned to look at integration issues with respect to IT needs of Student Services; the Dean of Students would liaise with Janet Byrne on any submission to Executive Officers in relation to the Estimates; the strong need for expansion of the College Day Nursery was under consideration in the context of the development of the An Post site – physical access and health and safety requirements were being explored.

SS/06-07/28 Any Other Urgent Business Open Day 2006 would take place on Wednesday 13th December, at which there would be a Student Services stand, rota-staffed by the various services. The production of a Student Services colour brochure might be considered for 2007.

Section B

There were no items in this section

Section C

SS/06-07/29 Capitation Committee

The Committee noted and approved minutes of 10th November and 6th December 2005. It was also noted that the Capitation Committee, and other sub-committees of SSC, should be requested to forward Minutes as drafts to the Secretary of the SSC as soon as these draft minutes become available after each meeting.

SS/06-07/30 Financial Assistance Committee

The Committee noted and approved minutes of 28th September 2006.

SS/06-07/31 Student Disability Service Committee

The Committee noted and approved minutes of 2nd May and 21st November 2006.

Signed:

Date: