

## The University of Dublin

### Trinity College

#### Minutes of Student Services Committee Meeting, 4<sup>th</sup> July 2007

<i>Present</i>	Dean of Students (Mr B Misstear, Chair), Senior Lecturer (Prof C Kearney), College Secretary (Mr M Gleeson), Treasurer's representative (Ms Janet Byrne), Senior Tutor (Dr C Laudet), Ms D Flynn (Secretary), Dr D Abrahamson, Dr M Coffey, Ms D Keogh, Dr E MacCarthaigh, Ms Ruth Pe Palileo,
<i>Apologies</i>	Mr T McAuley; Prof PP Walsh.
<i>In attendance</i>	Ms G Conroy.
<i>By invitation</i>	Ms Una Faulkner; Prof G. Whyte; Dr M O'Regan

#### SECTION A

<b>SS/06-07/81</b>	<b>Minutes</b> The minutes of the meeting held on 3 <sup>rd</sup> May 2007 were approved and signed.
<b>SS/06-07/82</b>	<b>Matters Arising from the Minutes</b> Matters arising from the Minutes were discussed and are recorded below (see minutes <b>SS/06-07/83</b> , <b>SS/06-07/84</b> , <b>SS/06-07/85</b> )
<b>SS/06-07/83</b>	<b>Department of Sport Annual Report</b> It was brought to the attention of the committee that the Student Sports Centre Charge is to be applied to enable all students to use the Centre, rather than as a membership fee.
<b>SS/06-07/84</b>	<b>College Health Service Annual Report 2005-2006</b> The College has agreed to fund the replacement of the number of sessions provided by retiring Consultant Psychiatrists Dr Sinead O'Brien and Dr Maeve Daly.
<b>SS/06-07/85</b>	<b>Student Services Annual Report 2005-2006</b> aims to provide a concise overview of the main activities of student services in the year, and includes a section on looking to the future. The report is set out according to the headings of the main challenges and actions identified in the Student Services Strategic Plan. The Dean noted that the Plan was launched in 2006, and considerable progress had been made in its implementation. The report covers all of the Students Services and also includes the capitated bodies (which report to the Student Services Committee via the Capitation Committee). The Dean of Students made the following correction to the report: on page 9 the income provided by the student Charge in 2005-6 was 6,772,794. As well as the Plan and its implementation, the Dean referred to the external Quality Review Reports on the Counselling, Disability and the Careers Services, which were presented to Board in June 2006, as important activities during the year. He noted the success of the Careers SURE Programme and the need to secure firm funding for this project; the future development of the Disability Service to cover staff as well as Students so as to ensure compliance with the Disability Act; and the upcoming Quality Review of the Tutorial Service . He extended his thanks on behalf of the College Community to the Chaplains Alan McCormack and Katherine Meyers, both of whom are leaving College, for their contribution to the students and the college during their time here. The College Secretary

thanked the Dean for such a comprehensive report and said it would be welcomed by Board, where it will be presented early in Michaelmas term.

**SS/06-07/86**     **Draft Student Mental Health Policy Guidelines** The Working Party commenced work 2 years ago on this document. The purpose of the student mental health policy guidelines document was to give staff and students advice on how and where to seek help for students in need of care. The document consists of a short policy statement followed by detailed guidance and related administrative and academic procedures.

The Dean informed the Committee that Counsel's opinion had been sought on an earlier draft. Counsel was supportive of the document, noting that it helped College fulfil its duty of care in this area. Detailed comments were provided by Counsel, which have been incorporated into the current draft. The College Information Officer, Tom Turpin, had also provided some helpful text in relation to the Freedom of Information Act.

The committee recommended that the document should include a reference to the new Calendar entry on Fitness to Practise, and that that entry may require further consideration. It was agreed that the document was comprehensive and would be very useful for tutors and other staff and students. The Dean emphasised that the policy and guidelines would need to be reviewed and updated regularly (as is the case with the Student Death Protocol, for example). The Dean explained that it was planned to put this document on the web with web links to all the sections so as to give readers easy access to the guidelines. The Committee agreed it should be forwarded to the Academic Secretary, the Warden, Junior Dean and Registrar for any further comments over the summer (most of these people had already seen an earlier draft), and that the document should be presented to Board in the Michaelmas term. The Secretary thanked all those who had been involved in the document for their hard work .

The Dean of Students asked that the Mental Health Working Party should consider whether or not they would like to continue as a working party, and to bring forward their recommendations to the first Student Services Committee meeting in the Michaelmas term.

**SS/06-07/87**     **Student Services Management Group** The Dean indicated that heads of Students Services are proposing to formalise the existing informal Heads of Service meetings to a Heads of Student Services Management Group. This is a management group, and therefore quite different from the governance role of Board and the Student Services Committee. It was noted that the Heads/Directors all report to the College Secretary. The Committee agreed that the establishment of an administrative management group would provide an opportunity to look at the management structure of Student Services during the forthcoming period of administrative change. It was also noted that the membership of the Student Services Committee and its subcommittees would also be subject to review as part of a review of all College committees.

**SS/06-07/88** **Trinity College Academic Diary 2007-08** The production of the diary is now in its fourth year. While it has been very successful, it requires investment to bring it into line with other similar products both in Ireland and abroad. The ideal would be to produce a high quality spiral bound publication listing information currently contained in the SU Guidebook and combining it with the information of the diary. The days and months would be in Irish as well as English this year. Dr Coffey made a plea for 15-month diary running from September to December the following year. This would be investigated. Other possible innovations include more colour, which would also be investigated. The Senior Lecturer and College Secretary agreed to cover any shortfall in advertising revenue up to €4,000 in the cost of the enhanced publication. Ms Conroy was asked to continue the excellent work of co-ordinating the publication.

**SS/06-07/89** **Any Other Business**  
The Graduate Students Union, in an effort to become more streamlined, is proposing that the Vice President take on a welfare role in respect of student cases and requested that this officer would be the GSU representative on the Student Services Committee.

As part of the new committee structures the Student Services committee will now be chaired by a Board Member. The issue as to whether the Dean of Students or the Director of a Student Service should be secretary to the Committee was raised, and would be a matter for the new Committee to consider.

The Chair, Dean of Students, thanked all the Committee members for their participation on the Student Services Committee over the past year, and mentioned especially those who were leaving the Committee this year: The Senior Tutor Claire Laudet, Denise Keogh the Welfare Officer, Mary Coffey Board member, and Ruth Pe Palileo GSU President.

The Secretary to the Committee thanked the out-going Dean of Students on behalf of the Committee for all his work as the first ever Dean of Students, including his role as Chair of Student Services Committee, his input in the production of the first ever Student Services Strategic Plan for the College, and in the development of the student mental health policy and guidelines.

**SS/06-07/90** **Date of Next Meeting**  
To be decided

## SECTION B

*There were no items in this section*

## SECTION C

**SS/06-07/91** **Capitation Committee**  
The Committee noted and approved the minutes of the meeting of 19<sup>th</sup> June 2007.

- SS/06-07/92 Careers Advisory Service Committee**  
The Committee noted and approved the minutes of the meeting of 28<sup>th</sup> March 2007.
- SS/06-07/93 College Day Nursery Committee**  
The Committee noted and approved the minutes of the meeting of 3<sup>rd</sup> May 2007.
- SS/06-07/94 Financial Assistance Committee**  
The Committee noted and approved the minutes of the meeting of 9<sup>th</sup> May 2007.
- SS/06-07/95 Student Counselling Service Committee**  
The Committee noted and approved the minutes of the meeting of 20<sup>th</sup> February 2007.
- SS/06-07/96 Student Disability Service Committee**  
The Committee noted and approved the minutes of the meeting of 1<sup>st</sup> May 2007.
- SS/06-07/97 Student Disability Service**  
The Committee noted and approved the revised Code of Practice
- SS/06-07/98 Student Disability Service**  
The Committee noted and approved the revised Terms of Reference
- SS/06-07/99 Student Disability Service**  
The Committee noted and approved the revised Risk Assessment 2006-07