

The University of Dublin

Trinity College

Minutes of Student Services Committee Meeting, 18th September 2007

- Present* Dr Amanda Piesse (Chair), Dean of Students (Dr G Whyte) Treasurer's representative (Ms Janet Byrne), Senior Tutor (Dr M O'Regan), Ms D Flynn (Secretary), Dr D Abrahamson, SU Welfare Officer (Ms U Faulkner) SU President (Mr A Byrne), Dr E MacCarthaigh
- Apologies* Senior Lecturer (Prof C Kearney), College Secretary (Mr M Gleeson), Mr T McAuley; GSU President;
- In attendance* Ms G Conroy.

SECTION A

- SS/07-08/1** **Minutes** The minutes of the meeting held on **4th July 2007** were approved and signed.
- SS/07-08/2** **Matters Arising from the Minutes** Matters arising from the Minutes were discussed and are recorded below (see minutes **SS/07-08/3, SS/07-08/4, SS/07-08/5, SS/07-08/6**)
- SS/07-08/3** **Student Services Committee Membership** Ms D Flynn will continue as Committee Secretary for 2007-2008, after which the staggered rotation Committee membership of Heads of Services will commence. Approval would be sought from Board on 26th September for GSU representation on the Committee to be designated as 'GSU President or representative'.
- SS/07-08/4** **Mental Health Working Party** The Working Party had not met since the last Committee meeting, therefore the proposal concerning continuation had not been considered.
- SS/07-08/5** **Trinity College Academic Diary 2007-08** The diary, due for delivery on 21 September, had been produced as a 15-month diary, with a full colour section, week to view, within budget.
- SS/07-08/6** **Draft Mental Health Policy Guidelines** The document had been circulated to the Academic Secretary, the Warden of Trinity Hall, the Junior Dean, and the Registrar for approval. Following comments and discussion which centred on sections 3.5, 3.6, 4.1.3. and 4.3.4 , it was agreed that, after consultation with Declan Treanor and Karen Campos McCormack, some minor amendments may be made. The Dean of Students and the Chair would finalise the substance of the document for presentation by the Dean to Board in the immediate future. The Senior Tutor welcomed the Guidelines which provide much needed support and advice for tutors and the College community. Training sessions in the application of the guidelines should be provided.
- SS/07-08/7** **Review of Student Services Strategic Plan** The Heads' Forum would meet on Friday 21 September, at which progress of the implementation of the Plan would be assessed. The Dean of Students would report back to the Committee at its next meeting.

SS/07-08/8 Planning re: Reports from the Student Services and the Dean of Students/SSC Annual Report The Chair would like to bring forward timing of the annual reports from sub-committees and services in order to incorporate financial requirements into the estimates process in late January. The Secretary would circulate the sub-committees with this request.

SS/07-08/9 Any Other Business

Luce Hall Redevelopment The Chair said that she intended that the development of the Student Centre and improved and expanded accommodation for the crèche be high on the agenda for the coming year. The student representatives spoke in warm support of this. The Bursar would be invited to the next meeting to brief the Committee on the progress of the redevelopment.

College Day Nursery The Senior Tutor reminded the Committee that Line Management of the Day Nursery had not yet been finalised. With a feasibility study for expansion of the facility to Greenane in Trinity Hall being undertaken by the Director of Buildings, and the necessity to investigate relocation of the current accommodation for Pearse Street Development, strong line-management is essential. Dr MacCarthaigh commented on the tragic death of an infant in the Day Nursery last May. He was assured that children were receiving the best possible care and that the crèche and all the other relevant College services had responded immediately and appropriately to the situation. The Gardai and the Health Board had also been notified immediately. The Senior Tutor undertook to report back to the Committee on a number of issues concerning the nursery.

Critical Incident Co-ordination The College is considering the need for a Critical Incidence Plan. Ms Louise Power would be invited to attend the November meeting to brief the Committee.

Matrix Quality Standard had made contact with the Dean of Students, which would be discussed at the Heads Forum.

SS/07-08/10 Date of Next Meeting
Tuesday 16 October at 4 pm.

SECTION B

There were no items in this section

SECTION C

SS/07-08/11 Student Disability Service Committee
The Committee noted and approved the minutes of the meeting of 1st May 2007.

SS/07-08/12 Student Counselling Service Committee
The Committee noted and approved the minutes of the meeting of 29th May 2007.

SS/07-08/13

Sport and Recreation Committee

The Committee noted and approved the minutes of the meeting of 3rd July 2007.