

The University of Dublin

Trinity College

Minutes of Student Services Committee Meeting, 28th October 2008

- Present* Dr Amanda Piesse (Chair), Dr D McGrath (Secretary), Dean of Students (Dr G Whyte); Acting College Secretary (Ms A FitzGerald); Deputy Treasurer's Representative (Janet Byrne), Senior Tutor (Dr M O'Regan), SU Welfare Officer (Ms O Foley), GSU President (Mr R Hodson), Dr E MacCarthaigh, Disability Co-ordinator (Mr. D Treanor).
- Apologies* Vice-Provost (CAO) (Prof P Prendergast), Head of School (Prof N Claffey), Deans' Representative (Prof C Williams)
- In attendance* Ms G Conroy; Prof. C. O'Sullivan.

SECTION A

- SS/08-09/11 Minutes** The Minutes of the meeting held on **16th September 2008** were amended as follows: item SS/08-09/6 Student Services Annual Report 3rd sentence to commence 'Services' annual reports *for 2007-08...*' and final sentence to commence 'The Chair would present the *2006-07...*'. The amended minutes were approved, and signed.
- SS/08-09/12 Matters Arising from the Minutes** Matters arising from the Minutes were discussed and are recorded below, (see Minutes **SS/08-09/13**).
- SS/08-09/13 Trinity Experience Forum** The questionnaire had been sent to the Geary Institute. The position of Civic Engagement Officer had been advertised internally. The Forum would meet on 4th November 2008.
- SS/08-09/14 Strategic Plan Update** A plenary group meeting facilitated by Mr Tony Murphy on 20th October had produced consensus that the three main issues identified by the consultation process are: 1) Student Centre; 2) Accessible Student Services: to include premises, delivery, and out of hours services; and 3) Financing of Student Services. Final meetings between Mr Tony Murphy accompanied by the Dean of Students and the Chair respectively with the Chief Operating Officer and the Chief Academic Officer would occur later in the week. Knowledge of the chronology and membership of the group driving the preparation of the new College Strategic Plan would be essential to the Services' input into the plan.
- SS/08-09/15 Student Centre Update** A strategy meeting with the COO, the Chair, the Dean of Students, the Secretary of the Student Services Committee and the SU president had taken place. The group would meet again in November. In the meantime two separate groups would draw up a working brief of requirements for students and for student services, and discussions would continue from there.
- SS/08-09/16 Day Nursery Report** Ms Rita Melia of the National Childcare Policy Advisor of NCNA had conducted an assessment of the Day Nursery management needs - report in preparation. A separate assessment of the current and future childcare needs of the students and staff was under way. Pending the presentation of both reports to the COO, Mr Ken O'Doherty continues to take responsibility for the role of line manager. A Day Nursery Advisory Committee was due to be set up.

- SS/08-09/17 Student Charter** The SU President and SU Education Officer were working on re-writing and updating the current Student Charter, to include a Mission Statement, for presentation to this Committee.
- SS/08-09/18 Re-introduction of Fees/Student Charge** Thanks were recorded to Ms Byrne who had sought clarification from the HEA on the budget pronouncement concerning whether the increase in student charge in 2009/10 would be retained by the university for student services, or would come off the core grant. A reply is awaited.
- SS/08-09/19 Feedback from Heads' Forum** Recent meetings of the Heads' Forum had included: discussion on the College strategic plan; funding of student services and the student charge; presentation by Lewis Purser (IUA) on issues facing Student Services; student centre as a 1-stop shop for Student Services; services' annual reports – the consolidated report had gone to the COO; critical incident strategy discussion; provision of risk management registers; audit of IT needs of Student Services for discussion with ISS Acting Director; needs of off-campus students.
- SS/08-09/20 Callover of SSC projects funded under Estimates and Special Allocations** A callover of these projects elicited that all funded projects were either under way or completed. The allocation to College Health for extending the appointment of the College psychiatrist, although ring fenced for 2 years, had not solved the ongoing need with a 6-week waiting list for psychiatric consultations. Funding for emergency psychiatric slots is required. The Senior Tutor agreed to follow up on allocations to the Day Nursery.
- SS/08-09/21 Any other Business** Board approved membership of the Committee was confirmed to include the Vice-Provost and the Senior Lecturer, Prof Clive Williams (Deans' representative) and Prof Noel Claffey (Head of School). Meetings of the Committee during 2008-09 would take place at 4 pm.

The Financial Assistance Committee, the Tutorial Service, and the Capitation Committee annual reports for 2007-08 would be presented to Student Services Committee at its meetings on 25 November 2008, 6 January 2009 and 3 February 2009 respectively.

SECTION B

There were no items in this section

SECTION C

- SS/08-09/22 Financial Assistance Committee**
The Committee noted and approved the minutes of the meeting of 16th October 2008.

Signed:.....

Date:.....