The University of Dublin

Trinity College

Minutes of Student Services Committee Meeting, 3rd February 2009

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), Dr E
MacCarthaigh; SU Welfare Officer (Ms O Foley), GSU President (Mr R
Hodson), Director, College Disability Service (Mr. D Treanor).

Apologies   Vice-Provost (CAO) (Prof P Prendergast); Senior Lecturer (Dr A Douglas);
Deans' Representative (Prof C Williams); Head of School (Prof N Claffey);

In attendance   Ms G Conroy

SECTION A

SS/08-09/58   **Minutes** The Minutes of the meeting held on 27th January 2009 were
approved, following amendment to minute SS/08-09/52, final paragraph to
be replaced by: "Further to the Senior Tutor's statement that orientation
merited further development, Mr Hodson commented that orientation for
new postgraduate students who register in April is not currently provided.
He informed the Committee that, after consultation with the Graduate
Studies Office, the GSU is currently developing an interim measure in the
form of an information pack. It was agreed that a full orientation programme
for April registrations should ultimately be put in place." With this
amendment in place, the minutes were accepted as a true record, and signed.

SS/08-09/59   **Matters Arising from the Minutes** Matters arising from the Minutes were
discussed and are recorded below, (see Minutes SS/08-09/60, SS/08-09/61.).

SS/08-09/60   **Trinity Experience Forum** The Dean of Students reported that the Geary
Institute questionnaire had been sent to all universities, the student
satisfaction survey being a subset of it.

SS/08-09/61   **SS Strategic Planning** The Dean of Students reported that the discussion
route for the development of a funding base plan for Student Services would
be direct liaison with the Vice Provost. Dr Piesse and he would set the
process in motion.

SS/08-09/62   **Estimates** Following advice from the Treasurer's Office and subsequent
necessary consideration and discussion among the heads of service, a revised
agreement on the Student Services submission to the Estimates had emerged:
requests of €30,000 for the Tutorial Service, to extend the postgraduate
advisory service start-up for a 2nd year, €82,000 for CP sessional contracts,
€36,000 for psychiatry services, €10,000 for sessional counsellor, and €5,000
for assessment and screening of students with dyslexia. It was noted that
increasing diversification of the student body would continue to increase the
need for extra resources in student services. This had been articulated as part
of the Student Services strategic planning process in the following way:
(SS/08-09/49) "Negotiating a realistic funding base within college for under-
graduate students, while establishing a formula for funding postgraduates,
international, mature and TAP students, and students registered with the
Disability Services."

SS/08-09/63   **Disability Service Annual Report 2007-08** Expressing his gratitude to the Disability Service staff, Mr Treanor presented the report, which represented the highlights of 2007-2008, with a financial report 2006-2007. A College-wide disability accessibility audit had been carried out to identify a range of barriers that potentially restrict access for people with disabilities in Trinity College, and to provide an indication as to the likely cost estimates of adjustments. A review of supports and services for staff with disabilities had been carried out which resulted in College adopting a new Code of Practice applying to staff with disabilities. College had adopted the Accessible Information guidelines, the first University in Ireland to take this step. User testing of e-resources such as the library databases and MyZone got underway. DS had developed strong community links with a variety of voluntary organisations representing people with disabilities. Procedures for dealing with students with temporary disabilities had been implemented. College had been successful in its application for funding under Strategic Initiative Funding round two for a project that would audit the curriculum for diversity. The Higher Diploma in Educational Studies – Disability Needs Assessment successfully ran with twenty three participants completing the course. A quality review of the Unilink service had taken place. The core DS objectives were to embed disability issues into the culture of the University, thereby influencing the development of policies and practices, and to address the delivery of specific supports to students with disabilities. Further integration of these activities, synergies and increased collaboration with other Access Initiatives in College, and other HEIs would take place in 2008-09.

Financial report 2006-2007 showed a significant excess of income and funds carried forward over expenditure in both the main account and in minor works. All funding has now being allocated against specific project including the cobble stone reduction programme. An underspend and return to the HEA of €313,000 in the ESF FSD account had been due to the annual nature of funds; costs are projected against individual needs and funds must be returned if students withdraw. It was suggested that reporting on spending should make this clear, and the Dean of Students asked the Director of the Disability Service to report what funds are applied for with a breakdown of expenditure and underspend for the next meeting.

In the context of unused balances, discussion centred on the need to form a Mental Health Advisory Group in order fully to utilise available funds for the benefit of students with specific disabilities, both short and long term, e.g., for psychiatric support. The Access Core Grant funding model is currently undergoing reconstruction.

SS/08-09/64   **Capitation Committee Draft Terms of Reference** The Dean of Students would meet with the Capitation Committee Working Group on Terms of Reference to agree the wording of Objective 1.1.ii and Duties 4.1 and 4.3. It would be essential to identify the locus of power in relation to proposed referenda/levies. Mr Hodson undertook to convene the Group. This being clarified it was hoped that the draft terms of reference might be agreed at the next SSC meeting.

SS/08-09/65   **College Day Nursery** The Committee considered and approved the proposed job description for Day Nursery Manager with one change in the Person Specification that 'A proven understanding and knowledge of children and childcare sector, with knowledge of current national and

international childcare policy and practice' should be Essential rather than Desirable. The Chair would report back to the COO. The Nursery Audit Report, and Day Nursery Advisory Group draft Terms of Reference would be considered at the next SSC meeting.

SS/08-09/66   **Proposed changes to Heads' Forum** The meeting noted that the COO had proposed that a Student Services Management Team would be formally established, that would align student services with College committee structures, to coordinate all activities relating to the direct provision of non academic services to students, and liaise directly with Student Services Committee as a principle committee of Board. The Heads' Forum was broadly in support of the proposal.

SS/08-09/67   **Feedback from Heads Forum** The most recent meeting had discussed: 1) the Student Services Facility; 2) the proposed Senior Management Group; 3) the issue of annual leave in the context of the new academic year structure, and 4) the provision of student service supports to the associated Colleges. The Dean of Students will meet with the Registrar in relation to this last item.

SS/08-09/68   **Any Other Business** Trinity Foundation had proposed a fund-raising initiative, to enter a Trinity team in the Dublin City Marathon with the ambition of generating up to €100,000 through sponsorship — this initiative would be launched on 24th February.
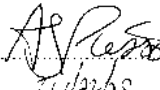
The Committee agreed that a Mental Health Advisory Group should be formed; Dr McGrath undertook to co-ordinate its formation.

SECTION B

There were no items in this section

SECTION C

There were no items in this section

Signed:...........................

Date:...............................