

The University of Dublin

Trinity College

Minutes of Student Services Committee Meeting, 3rd November 2009

Present Dr Amanda Piesse (Chair), Dr D McGrath (Secretary), Dean of Students (Dr G Whyte); Senior Lecturer (Dr A Douglas); College Secretary (Ms A FitzGerald). Senior Tutor (Dr M O'Regan), Head of School (Dr Donal O'Donovan); Deputy Treasurer's Representative (Ciara Lynch), Director, College Disability Service (Mr. D Treanor). Dr E Mac Cárthaigh; SU Welfare Officer (Mr C Cashman), GSU President (Mr R Hodson).

Apologies Vice-Provost (CAO) (Prof P Prendergast); Deans' Representative (Prof C Williams).

In attendance Ms G Conroy.

SECTION A

SS/09-10/11 Minutes The Minutes of the meeting held on **22nd September** were taken as read, approved following the insertion of 'as' between 'only' and 'an' in **SS/09-10/6** final sentence at the top of p.2, to make it read '... only as an ...' and signed.

SS/09-10/12 Matters Arising from the Minutes Matters arising from the Minutes were discussed and are recorded below, (see Minute **SS/09-10/13**; **SS/09-10/14**; **SS/09-10/15**; **SS/09-10/16**; **SS/09-10/17**; **SS/09-10/18**; **SS/09-10/19**).

SS/09-10/13 College Day Nursery The Day Nursery Advisory Group would be convened as soon as a suitable date could be found. The meeting scheduled for 16 October had to be abandoned due to the unavailability of the Day Nursery manager.

SS/09-10/14 Student Charter The general email alerting all students and staff to the Student Charter on the College website would be organised by the Chair. The Chair also undertook to discuss an official launch with the SU.

SS/09-10/15 Unilink Annual Report The Mental Health Advisory Group had considered the report and concluded that a strong case could be made under the Strategic Plan for mainstreaming the service. The Director of the Disability Service reiterated that there was no need for immediate action, as the current funding was in place until 2013. Philanthropic funding might be sourced through Trinity Foundation. Securing the intellectual property of the report had been advised.

SS/09-10/16 Draft Strategic Plan, Student Experience The Committee recommendation on the making of explicit reference to the Postgraduate Advisory Service had not been accepted, but recommendation on the citation concerning the Tutorial Service had been accepted. The Plan would be launched on 26th November.

SS/09-10/17 Student Centre and Accommodation for Student Services Representatives of the Heads Forum had met with student representatives, and a further meeting would take place to achieve

consensus on the cognate fit between student and services needs and uses of the space, once the SU submission had been finalised. This would then be presented at the next meeting of the Luce Hall Planning Committee.

SS/09-10/18 Draft Revised SSC Terms of Reference There was nothing further to report on this item.

SS/09-10/19 Feedback from Heads Forum A lengthy discussion took place on the form and forum for SSC hearing of student services' annual reports, following their submission to the COO by the end of November, and his subsequent approval. The COO would present his formal report of services to Board in due course. The Chair would continue her discussions with the COO on the need for a consolidated student services report, to facilitate SSC policy and strategy. The Senior Tutor would present the Tutorial Service, and Financial Assistance Committee reports at the December SSC meeting. The February SSC meeting would be hear the 7 other services annual reports, form to be finalised.

SS/09-10/20 Special Estimates The Heads Forum tabled a document outlining service needs for consideration and approval by the Committee, to be considered by the COO for the Estimates, under the re-structured procedures. Previously such a pre-estimate request would have been considered by the Executive Officers. Following discussion, the Committee prioritised the requests as follows:

Tutorial Service: €98,775 (recurring) for continuance of, with the desire to mainstream, the postgraduate advisory service

Student Counselling Service: €71,000 to make up for €50,000 shortfall in grant monies from NOSP for 09/10 and costs associated with staff increments to admin 1 point 3 paid for through nonpay budget.

Disability Service: €10,000 towards costs associated with appointing a new staff member to a change management post as recommended by the recent library review report

College Day Nursery: €18,000 to install a new telephone and video intercom system (€4,000) and to resurface the Nursery garden (€14,000).

Careers Advisory Service: €15,000 to support the creation and maintenance of a Civic Engagement website.

SS/09-10/21 Research policy and ethics Following discussion on the question of establishing an ethics committee for research undertaken by a non-academic department such as a student service , the Dean of Students undertook to determine whether non-academic research could be accommodated under the existing Ethics Committee.

SS/09-10/22 Dean of Students Annual Report The Dean of Students noted key points under the categories of Student Life, Student Services and Other Activities, in his annual report to Council/Board, as well as prioritising actions for the coming year.

Student life: the substantive theme of student experience in the proposed College Strategic Plan 2009-2014 had been formulated; the preparation of a discussion document on learning outside the classroom, for consideration by the Undergraduate Studies Committee during the coming year.

Student services: the deliberations of the Mental Health Advisory Group, its mental health policy and guidelines, and the setting up of the Dean's Consultation Group, an interdisciplinary group established in line with international best practice.

Priority actions for the coming year: working to implement the new Strategic Plan in relation to the student experience, and to draft a policy on the better integration into the student experience of students not based on the main campus; working towards the conversion of Luce Hall into a Student Centre; working on the formulation of a draft child protection policy in the context of some students and staff working with children as part of their College activities.

SS/09-10/23 Feedback from Heads Forum The most recent meetings had discussed:

2 October: 1) IT needs of student services with reference to e-strategy;

16 October: 1) IT needs; 2) Annual reports with strategic needs and workflow;

30 October: 1) Special estimates; 2) Research policy.

SS/09-10/24 Any Other Business

A code of practice for the provision of education to international students had been published by the Irish Higher Education Quality Network. In light of this, and following on a study done by an MBA student on internationalization in College, the vice-provost was said to be exploring ways of providing a one-stop shop for student support.

The SU Welfare Officer raised the question of the fee structure for students who have child/ren in the Day Nursery. The current fee structure approved by the Day Nursery Committee in June 2007 provided students with a 5-week fee holiday over the year, one week to be taken at Christmas. The Chair reminded the Committee that the remit of Day Nursery Advisory Group would be to look into matters such as funding structure and policy.

SECTION B

There were no items in this section

SECTION C

SS/08-09/25 Capitation Committee

The Committee noted and approved the minutes of the meeting of 4th March 2009.

SS/08-09/26 Capitation Committee

The Committee noted and approved the minutes of the meeting of 2nd July 2009.

SS/08-09/27 Financial Assistance Committee

The Committee noted and approved the minutes of the meeting of 7th May 2009.

SS/08-09/28 Financial Assistance Committee

The Committee noted and approved the minutes of the meeting of 24th September 2009. Ms Conroy outlined the severity of hardship already evident in the undergraduate student body. By comparison with the same time last year, there had been a 75% increase in applications with approximately 175 applications received to date. 198 students had received financial assistance in the entire 2008-09 academic year.

Signed:.....

Date:.....