

The University of Dublin

Trinity College

Draft Minutes of Student Services Committee Meeting, 19th September 2012

- Present Professor Eileen Drew (Chair), Mr. Sean Gannon (Secretary), Professor Amanda Piesse (Dean of Students), Ms. Anne Fitzgerald (College Secretary), Mrs. Michelle Tanner (Head of Sport and Recreation), Professor Howard Smith, Ms. Noreen Murray (IS Services)
- Apologies Professor Veronica Campbell (Dean of Graduate Studies), Professor Patrick Geoghegan (Senior Lecturer/Dean of Undergraduate Studies), Professor Claire Laudet (Senior Tutor), Ms. Aisling Ní Chonaire (SU Welfare Officer), Mr. Andrew McEwan (GSU Vice President), Ms. Janet Byrne (Treasurer's Office), Professor Hugh Gibbons, Professor Mary McCarron (Dean of Health Sciences)

In Attendance Ms. Simone Cameron-Coen, Mr. John Coman (College Secretary Designate), Mr. Rory Dunne (SU President) for item SS/12-13/07

Section A

SS/12-13/01 Minutes

The Minutes of the meetings held 26th April 2012 were approved and signed.

SS/12-13/02 Matters Arising from the Minutes.

Matters arising from the minutes were discussed and are recorded below (SS/12-13/03, 04 and 05)

SS/12-13/03 START Report

The Dean of Students will be reporting to Board in October and again in Hilary Term.

SS/12-13/04 Role of the GSU Vice President

Funding has been secured for a second sabbatical officer for the GSU and will continue for the foreseeable future. The Senior Dean was thanked in his absence for his work in facilitating this.

SS/12-13/05 Dean of Students Annual Report 2010/2011

There was a query about the status of the role of Child Protection Officer. It was acknowledged that the Civic Engagement Officer had done much work on scoping out the workload associated with this role. A recommendation about this role is expected before the end of Michaelmas Term.

SS/12-13/06 Allocation of Global Relations Strategy funding to Student Services

The Dean of Students presented the memo and highlighted the issues for discussion:

1. Should the impact of the GRS recruitment be folded into Student Services' Annual Budgetary Cycle funding as a matter of principle?
2. In what ways might the College address the costs of building or maintaining capacity in the meantime?

During the discussion it was noted that for the GRS to succeed, it was vital to have strong and prepared support services for students to maintain and develop College's reputation at an international level. It was acknowledged that bridging funding was required and that the ABC process should fold in GRS implications. It was also acknowledged that the timescale of the bridging funding was urgent. Clarification was given on costs with short-term costs being relatively modest and the longer-term costs more significant but already part of the GRS budget. It was agreed that the outcome of the discussion and the support for the proposed approach would be reported at Board by the Chair of the Committee.

SS/12-13/07 Summer Internship Scheme

The SU President presented the proposal for a summer internship scheme for students and thanked those who helped prepare it. The proposal was welcomed by the Committee. It was not envisaged that Schools would incur any costs in relation to the implementation of the proposal. It was hoped that a position could be created in the Careers Advisory Service to facilitate the scheme. It was clarified that payment of participants would vary from internship to internship. Some internships are undertaken on a voluntary basis but provide an opportunity for experience and engagement with an organisation.

The Chair suggested a small task force comprising of members of the SSC, USC, GSC and Heads of Services Forum to convene as soon as possible to maintain momentum on the project.

The Dean of Students welcomed the proposal and remarked that this was a scheme from students for students. She stressed the importance of the timing and hoped to have it on the agenda for the next GSC. The Dean hoped to have a clear implementation plan by the end of Michaelmas Term.

The SU President thanked the Committee for their positive consideration of the proposal.

SS/12-13/08 Fitness to Practise Policy

The Dean of Students introduced the item and outlined that the Fitness to Practise Policy (now part of the Statutes) was developed to enable cases that were not disciplinary or medically focussed to be heard appropriately. It had become apparent after the policy was launched that clear implementation guidelines were necessary if parity of practice across College was to be observed. An implementation guidelines document had been drafted during the summer through the College Secretary's Office and the work was nearly complete. The implementation may require slight amendment to the policy. The College Secretary noted that probably only one amendment would be necessary. The Dean suggested that sign off on changes be done through circulation rather than hold up the process until the next Committee meeting in February. This was agreed. In response to a request for sight of the document the College Secretary welcomed feedback on procedures so that the document can be circulated to USC and GSC.

SS/12-13/09 Call Over Items

The Dean of Students presented the items of policy and implementation for the year ahead including off-books policy, student parent and carer policy, and a review of the College alcohol policy. The Committee welcomed the development of these policies and the proposed timescale for discussion and approval.

SS/12-13/10 Dean of Students' Work Priorities for 2012/2013

The Dean of Students presented her work priorities for the year. Two key pieces of work are the review of student orientation with particular focus on the transition from second to third level, and Re-Freshers' Week and these will involve liaison with the students' unions, the Senior Lecturer, the Senior Tutor, the Vice-Provost for Global Relations, heads of School, the heads of student services, the Library and the Dean of Graduate Studies. The international aspect of orientation will have to be developed as will the postgraduate dimension. Due to the pressures of admissions and submissions at this time of year on the Graduate Studies Office, the GSU has taken responsibility for orienting postgraduate students but with very limited financial and human resources. The Dean of Students noted it was the job of College to orient its students, welcoming the work of the students' unions but noting that they should be supporting rather than replacing College's role in the orientation process. The Provost had

requested a proposal for a revised student orientation process within six weeks, focussing on the Student Experience.

The Dean of Students presented the idea of Re-Freshers' Week in week six of term. This is to refresh students' memories on support services available approaching study week and submission dates. Pop-up banners with brief, focussed information on each service will be erected in the BLU, the Hamilton, and John Sterne libraries. There is a budget for this. There was a suggestion that there be a parallel offer of free services and supports, e.g. free classes and inductions at the Sports Centre. The idea of Re-Freshers' Week was welcomed by the Committee.

SS/12-13/11 Self-evaluation of the Committee

The results of the self-evaluation exercise were tabled and a full discussion was postponed until the next meeting of the Committee.

SS/12-13/12 Dates for Future Meetings

- Wednesday 6th February 2013
- Wednesday 8th May 2013

A proposal for an additional meeting before the end of Michaelmas Term was agreed by the Committee. Suggested dates are to be circulated and to take into account the cycle of other College committee meetings.

SS/12-13/13 AOB

As this would be the College Secretary's final SSC meeting the Committee thanked her for all her work and welcomed the College Secretary Designate.

Signed:.....

Date:.....