

**The University of Dublin**  
**Trinity College**  
**Draft Minutes of the Student Life Committee**  
**3<sup>rd</sup> December 2015**

**Present:** Prof. Kevin O’Kelly (Dean of Students (Chair), Ms. Isolde Harpur (Library), Mr Conor Clancy (SU Welfare Officer), Mr Declan Treanor, (Disability Service), Dr Erika Doyle (Global Officer Co-ordinator), Ms. Katie Crowther (GSU President), Ms. Michelle Tanner (Head of Sports and Recreation), Mr Seán Gannon (Director, Careers Advisory Service), Fr. Peter Sexton (Chaplaincy), Mr. Kacper Coulter (Vice Chair DUCAC), Dr. David McGrath (Director, College Health Service), Rev Julian Hamilton (Chaplaincy), Ms. Gianna Hegarty (GSU Vice President), Dr. Claire Laudet (Senior Tutor), Mr. Andrew Burrows (Chair, CSC)

**Apologies:** Mr Brendan Tangney (Warden, Trinity Hall), Mr. Liam Hunt (Secretary, CSC), Ms. Lynn Ruane (President TCDSU), Ms. Leona Coady (Academic Registry), Ms Deirdre Flynn (Director, Student Counselling Service), Ms. Eimear Farrell (Financial Resources Manager (Interim), Ms. Lee Mills (Representing John Murphy, Information Systems Services)

**Absent:** Mr. Adrian Neilan, (Commercial Revenue Unit), Prof Emma Stokes (Registrar of Chambers), Jennifer Cahill (Chair, Publications Committee), Ms Aoife Cox (Manager, Day Nursery & Creche)

**Present:** Ms. Helen Richardson (Minutes)

**Section A**

**SLC/15-16/66 Minutes (A.1)**

Apologies were noted. The minutes of 5<sup>th</sup> November 2015 were approved and signed.

**SLC/15-16/67 Matters Arising (A.2)**

The Dean of Students received a few comments in relation to the Student Life Website. At the moment the links are being reviewed and there will be a handover of authorship to Sandra Ellis and the Dean of Students. There was a query in relation to the Student Life calendars and the Dean of Students has a solution. At present there are five calendars merged into one, the SU, GSU, DUCAC, CSC and Dean of Students. Log into google calendar with passwords, which will be circulated to the five reps from the Dean of Students. After you have logged in, you select your calendar and enter your event/s into the relevant calendar. The password should be kept very secure and not misused.

The Student Death Protocol has been deferred until the next meeting.

At the last meeting Ms. Liz Donnellan from the Quality Office gave a presentation on PPIL Code of Practice and Student Experience. Feedback was to be given directly to Liz by 27<sup>th</sup> November.

The Sports Sponsorship Policy – at the last meeting concerns were raised in relation to the item regarding gambling. The College Secretary re-worded this section and emailed the committee for approval. Helen Richardson received 14 replies to the email, 13 committee members approved the re-wording and 1 declined. Mr. Conor Clancy, SU Welfare Officer is still concerned regarding game care and queried if there will be criteria drawn up to ensure there are clear guidelines. Ms. Michelle Tanner responded and ensured that there will be internal checkpoints and that students will not be able to contact these companies directly. There will be a terms of reference drawn up with guidelines and these guidelines will be brought back to the Student Life Committee for discussion. Clarification was given that the policy applies only to sport and has not been broadened to societies.

### **SLC/15-16/68 SLC Strategic Projects (A.3)**

All areas should submit their strategic plans so that they can be merged and working groups established. To date IT Services, Library, Disability and Careers have submitted theirs. The Dean of Students has begun merging these plans. The Dean of Students will circulate the most recent plan to the Committee where he was commenced to amalgamate common items. To begin it was agreed that working groups would be set up in 2 areas, the first is 'Transition to College' and the second is 'student environments'. The Dean of Students asked the Committee for volunteers to be on the working group for Transition to College. The following volunteered:

Claire Laudet, Isolde Harpur, Gianna Hegarty, Katie Crowther, Conor Clancy, Erika Doyle, Rev Julian Hamilton, Fr Peter Sexton, Declan Treanor and the Dean of Students. Katie Crowther agreed to lead this working group and will contact the members to get a meeting organised.

The working group for Student Environments will be:

Gianna Hegarty, Conor Clancy, Fr. Peter Sexton, Martina Mullen (Heath Promotion Officer), Declan Treanor and Andrew Burrows. Declan Treanor will lead this working group.

Both working groups will report back to the Student Life Committee at the next meeting.

### **SLC/15-16/69 Complaints Procedure (A.5)**

The latest draft was circulated to the Committee, it had to be sent to the Unions who are now considering it as there were 2 concerns raised in relation to the statement that academic freedom hold so there can be no complaints about course content and PHD and postgraduate supervision cannot be dealt with through the student complaint procedures but that other provisions exist. Currently the procedure is awaiting comments from the Unions. It will then go to Council. This is a formal procedure and will be on the website, but not the whole document. There was a proposal that the Student Life Website will have information on informal procedures and also a section where students can report issues informally. Each unit should have a link and information on complaints and procedures. Any unit without one should contact the Dean of Students who will put you in touch with an area that has a procedure that will assist in setting one up. The Dean of Students would like clarity on if a student wishes to complain through a rep and stay anonymous, will that be sufficient? The Director of Health commented that it is almost impossible to investigate a complaint anonymously. The Dean of Students will seek clarity on this. Clarification will also be required into what is meant by elected student representatives, does this include elected club/society officers. The Dean of Students will also seek clarification regarding what students can complain about, in particular in paragraph 4. Section 5.1 of the procedure will fall to the Student Life Website. Section 5.2.3, tutors should be included here. Concerns were also raised regarding the wording of this that the University will 'never' seek confidential consultation, the word 'never' needs to be reviewed and add a line such as 'unless there is a risk associated to the student or the university'. The Dean of Students will discuss the above matters with the Secretary's Office and seek clarification to the issues raised and will report back to the Student Life Committee at the next meeting.

### **SLC/15-16/70 Mental Health Review Working Group (A.6)**

An adhoc group has been set up to review mental health in college with the Counselling Service, Disability and College Health. The first meeting took place to look at how these areas can work better together. The Mental Health Policy needs reviewing as it is quite dated. This will be brought back to the Student Life Committee. In relation to case management, how are students being supported by the 3 services and that these services are currently supporting students who do not have specific mental health problems but have problems with life skills, dealing with conflict, isolation, accommodation issues. There is a real need for work in these areas. The SU Welfare Officer, Conor Clancy would like to sit on this review group as he feels he could make useful contributions and take some of the load off. The outcomes of the working group will be brought back to the Student Life Committee. Declan Treanor will circulate the last minutes of the working group to the Committee.

### **SLC/15-16/71 Healthy Food Policy (A.4)**

The Dean of Students introduced Ms. Martina Mullen the Health Promotion Officer in College to give a presentation on Health Eating in College and healthy eating policy. There are 2 main objectives, first is creating a supportive environment for health eating on campus and the second is to encourage critical thinking about health eating. A Healthy Eating working group has been set up and an action plan is being worked on. Once the action plan has been finalised it will be circulated to the Student Life Committee. In order for the policy to be implemented it will also come to the Student

Life Committee and then to Council for approval. The committee suggested that this should also go to HR. The Committee suggested that it would be useful to measure if possible how healthy eating on campus is working. One suggestion was to ask the Catering Department how much additional fresh foods they are purchasing, fruit, vegetables and so on. The Dean of Students suggested that the working group should look at ways to measure this and updates on developments should be brought to this committee for discussion.

**SLC/15-16/72 Any Other Business (B.1)**

Katie Crowther raised the attention of the committee that students have to stand outside the Health Centre in the rain to queue for the service and no shelter is being provided. David McGrath responded that this has been looked at by the College architect and that they were planning to provide a shelter but nothing has been done further on this. Katie Crowther will raise this with the Director of Buildings Office to see where they are at with this.

Rev. Julian Hamilton informed the Committee that a new Church of England chaplain has been appointed and will commence in the New Year.

Erika Doyle informed the Committee that the one semester international students will be arriving the week of the 11<sup>th</sup> December and orientation will be on the 14<sup>th</sup> December for this cohort of students. Erika Doyle will contact all the relevant people with schedules.

**SLC/15-16/73 Date of next meeting (C.1)**

The next Student Life Committee meeting will take place on Thursday 28<sup>th</sup> January at 11am in the Boardroom in House 1.