

The University of Dublin

Trinity College

Minutes of Student Services Committee Meeting, 16th October 2007

- Present* Dr Amanda Piesse (Chair), Dean of Students (Dr G Whyte), College Secretary (Mr M Gleeson), Treasurer's representative (Ms Janet Byrne), Senior Tutor (Dr M O'Regan), Ms D Flynn (Secretary), Dr D Abrahamson, SU Welfare Officer (Ms U Faulkner); GSU President (Mr Alessio Frenda); Dr E MacCarthaigh
- Apologies* Senior Lecturer (Prof C Kearney), Mr T McAuley;
- In attendance* Ms G Conroy.

SECTION A

- SS/07-08/14 Minutes** The minutes of the meeting held on **18th September 2007** were approved, subject to minor corrections, and signed. It was agreed it should be recorded in the minutes if members of the committee were to leave before the business of the meeting had been completed.
- SS/07-08/15 Matters Arising from the Minutes** Matters arising from the Minutes were discussed and are recorded below (see minutes **SS/07-08/16, SS/07-08/17, SS/07-08/18, SS/07-08/19, SS/07-08/20, SS/07-08/21**)
- SS/07-08/16 Student Services Committee Membership** The Board had approved the request from the GSU that its representative on the Committee would be the GSU President or representative. Ms D Flynn will continue as Committee Secretary for 2007-2008, after which the staggered rotation Committee membership of Heads of Services will commence.
- SS/07-08/17 Mental Health Working Party** The Working Party would meet on Friday 19th October 2007.
- SS/07-08/18 Draft Mental Health Policy Guidelines** The document had been welcomed by Council as a very positive move forward. It would be presented to Board on 24th October. In discussion it had been recommended that relevant Administrative Officers should be included in associated training. The Mental Health Working Party is to consider how best to launch the policy and how best to roll out training.
- SS/07-08/19 SSC Annual Report** Council had welcomed the report, and commended the work of the committee. Attention had been drawn to three main items, signalling action in 2007/8: the need to progress the Student Services Centre in response to the growing diversification of the student body; the urgent ongoing accommodation needs of the Day Nursery; the profile and responsibility of Student Services as part of the student experience in College. The Bursar would attend the next Committee meeting to discuss the first two matters.
- SS/07-08/20 Review of Student Services Strategic Plan** The Student Services Heads' Forum would meet in November to review the current Plan, update the action template and identify key objectives for the years 08-11. .

- SS/07-08/21 College Day Nursery** An announcement concerning the appointment of the new line manager of the Nursery was expected shortly. S/he would be invited to the next Committee meeting, at which the Nursery would be discussed as an Agenda item.
- SS/07-08/22 Luce Hall: Bursar to speak** This item was deferred to the next meeting.
- SS/07-08/23 Risk Management** Risk registers were awaited from the College Day Nursery and the Tutorial Service. The Capitation Committee and Financial Assistance Committee risk reports should be covered by the Treasurer's Office and Tutorial Service respectively. The Secretary agreed to ask the Chairman of the Chaplaincy if he wished to draw up a risk register, although the Chaplaincy is not required to do so. The Heads of Services would be asked to use the uniform system as per the College Risk Register. High level risks would be identified by the Student Services Committee and notified to the College. Sport would be requested to consolidate its four separate submissions into one template.
- SS/07-08/24 Fitness to Practise** The Working Party on Mental Health would be asked at its meeting on 19th October to form the basis of a subgroup to address this separate matter. Clarity around academic and professional standards would be essential. The GSU was preparing a submission for the Statutes Working Party on issues relating to post-graduate diplomas and fitness to practise.
- SS/07-08/25 Governance of Irish Universities Document** The Committee had been asked to respond to this document. Board would need to sign off on Part II 'University Code: Principles and Best Practice'. It was felt that the final part of the document contained language more suited to business than education. Discussions around best practice in relation to student services concerned such issues as quality assurance, equality and gender balance, evaluation of services and risk management. The Committee decided to revisit the Student Charter approved in 1995 as a starting point for a statement on best practice concerning students.
- SS/07-08/26 Any Other Business** There was no other business.
- SS/07-08/27 Date of Next Meeting**
Tuesday 13 November at 4 pm.

SECTION B

There were no items in this section

SECTION C

- SS/07-08/28 College Health Committee**
The Committee noted and approved the minutes of the meeting of 6th March 2007.