

The University of Dublin

Trinity College

Minutes of Student Services Committee Meeting, 3rd June 2008

Present Secretary (Ms D. Flynn), Dean of Students (Dr G. Whyte), Deputy Treasurer's Representative (Ms A. Mulcahy), GSU President (Mr A. Frenda), Dr E. MacCarthaigh, Senior Tutor (Dr M. O'Regan), Director of Sports and Recreation (Mr. T. McAuley), Deans' Representative (Prof. C. O'Sullivan), Senior Lecturer (Prof. C. Kearney)

Apologies Chair (Dr A. Piesse), SU Welfare Officer (Ms U. Faulkner), College Secretary (Mr M. Gleeson), Head of School Rep. (Dr. Stephen Matterson)

In attendance Ms M. Garvey, Incoming GSU President 08/09 (Mr. Ronan Hodson), Incoming SU Welfare Officer 08/09 (Ms. Orlaith Foley)

SECTION A

SS/07-08/116 Minutes The Minutes of the meeting held on **29th April 2008** were approved, and signed.

SS/07-08/117 Matters Arising from the Minutes Matters arising from the Minutes were discussed and are recorded below, (see Minutes **SS/07-08/118, SS/07-08/124**).

SS/07-08/118 Trinity Experience Forum The working group has now met twice and is working on the Student Satisfaction Survey.

SS/07-08/119 Fitness to Practise Work Continues

SS/07-08/120 Provost's Report to Council on the Review of the Tutorial Service The subcommittee has now met three times. The Senior Tutor will compile a final report to go to the Provost. She thanked all on the subcommittee for their work. She will report any further developments back to the Student Services Committee.

SS/07-08/121 Luce Hall Development Both Student Health and the Tutorial Service are exploring the possibility of moving into Luce Hall. The Dean of Students will meet with Peter Nowlan of Bioresources to discuss specific concerns about the unit's current use of Luce Hall.

SS/07-08/122 Presentation on Statutes The Statutes entries from the various student services have been submitted. The Chair will work on a composite entry for the Student Services Committee. A copy of all entries will be circulated at the next Student Services Committee. Feedback will be given to Eoin O'Dell.

SS/07-08/123 TVOF The symposium on Student Volunteering and Engagement took place on Thursday, May 1st.

SS/07-08/124 Restructuring Implementation Oversight Group The amalgamation of the Disability Committee with Equality is not yet confirmed. On issues regarding students, Disability would still report directly to the Student Services Committee. Policies from the Disability Services Committee will continue to be forwarded to both Equality and the Student Services Committee.

SS/07-08/125 Dean of Students' Annual Report 2007/2008 The Dean of Students presented this report. The aim of the report was to document the activities of the Dean

of Students over the year. He noted that high quality student services improve access, retention rates, graduate loyalty and the experiences of Trinity students. He also noted that student diversity has resource implications for Student Services.

Activities throughout the year

Student Services Strategic Plan Review - Preparatory work on this review has commenced.

SIF 2 - Despite the Services' best efforts this year's applications were by and large unsuccessful. The Mental Health Portal was funded although no money was allocated to Trinity. It was noted that earlier short listing of proposals would be beneficial in future.

College Day Nursery - There are continuing problems around the responsibilities of the Nursery line manager. This is making it extremely difficult to plan. For example, no risk register was completed this year.

Student Residences - There is a proposal to increase the student residences by three hundred new places.

Student Life - The Trinity Experience Forum is working on a Student Satisfaction Survey.

TVOF - TVOF held a symposium in May this year, highlighting the importance of student volunteering

Student 2 Student - S2S received a once off grant from the estimates this year. Without this it would not have been possible for S2S to continue functioning. S2S is an important complementary service and as such requires secure financing.

Student Centre - The Dean has been working on this project, addressing the issue of who will occupy the new Student Centre. He has also been exploring funding opportunities with the Trinity Foundation.

IUSSN - The Dean worked as part of this IUA group, acting as Chair in 2007.

Priorities to be noted for 08/09

Student Centre - There is a need for social space for students within the University. There are accessibility issues with all Student Services that will be addressed in the context of the new Student Centre.

Student Services Strategic Plan Review - Preparatory work on this review has recently commenced but review of the current Strategic Plan cannot be completed until College's Strategic Plan is updated

During the coming year, the Dean will continue working with the Trinity Experience Forum and with TVOF, will complete the drafting of Fitness to Practise policy for College and will seek to promote the integration of off-campus students.

Review of the Role of Dean of Students

The Dean welcomed the announcement that a review of the role of the Dean of Students will take place next year as part of the reform of the Student Services in conjunction with the overall reform of College's administrative and support services area. A number of important issues need to be addressed in this review, including whether the role should be full-time or part-time, how the role might be affected by the appointment of a director of student services, what level of administrative support should be provided to the office and where the office should be situated within College governance. The Dean noted that Board had recently approved a proposal that the Dean of Students be co-opted as a member of Council. While welcoming this, the Dean expressed his own preference that the Dean of Students should be an ex officio member of Council.

The Dean of Students concluded by thanking the Student Services Committee and the Heads of Student Services etc. for all their work throughout the year.

The Dean was congratulated on the establishment of the Trinity Experience Forum. Regarding the Student Satisfaction Survey it was noted that IUA/SIF has a project on student satisfaction. The Dean confirmed that he is aware of this and is looking at how Trinity can participate in it.

The Dean of Students was thanked for his presentation and for the preparation of this report.

SS/07-08/126 Possible Role of Director of Student Services This issue is likely to be considered by College soon. The Heads of Student Services support this move. It is understood that this post is not to be funded from existing Student Services allocations. The Heads' forum wished particularly to note concern about the means by which the post would be financed in the current financial climate. It was estimated that running this office could cost a quarter of a million annually, taking account of the salaries of the Director, Administrator and EO. It was suggested that it may be useful to consider seeking more administrative support for the Dean of Students and making the role of Dean a full-time position as an alternative. However, a role involving academics taking five year breaks from their academic careers may not be sustainable.

There is also a concern over how the Director will fit into college governance structures in relation to the Dean of Students and the Chair of Student Services. It was noted that the role of the Dean of Students encompasses more than Student Services so there would still be a role for the Dean even if a director of student services is appointed. Also, all Directors of the Student Services are professionals. Would the appointment of a director lead to the loss of authority over the funding and strategic direction of their services?

Discussion with the new Chief Operating Officer would clarify these matters.

SS/07-08/127 Resource Allocation Student Services received an extra allocation of funds from the centre of College. Discussion at the Heads Forum and at Student Services resulted in agreement on the local allocation of these monies.

The Graduate Students' Union president expressed his approval of the extension of the tutorial system to the post-graduate community. He also expressed his disappointment that money was not allocated to make the 1937 Reading Room more fit for purpose. It was reported that not all proposed projects could be funded. While the inaccessibility of the Reading Room is a problem, this falls under the remit of the library rather than Student Services. It was asked whether computer-based initiatives were covered by SIF (e.g. database for the Health Centre). However, the Health Centre has an external database package that is not connected to the College mainframe. Money is due from SIF/HEA for the collaborative upgrade of systems. UCD, NUIG and UCC are involved in this. IS Services have evaluated and produced a report on the I.T. needs of Student Services. It would appear that the needs of the Services vary and cannot be met in a single system. There is ongoing discussion with ISS regarding this.

It was noted that this money had been provided specifically to deal with the current needs of Student Services. It was further noted that the rise in international and non-traditional students has led to a greater need for student services. While the rise in international students has led to a rise in income for the university, Student Services has not benefited proportionally.

The Students' Union expressed their support for the funding allocated to Student 2 Student.

The Student Services Committee gave its support to the proposed allocation and it is to be forwarded to the Provost for final approval.

SS/0708/128 Preliminary Review of Student Services Strategic Plan The preparatory phase of the Strategic Plan has begun. Tony Murphy, the facilitator, has met the heads of Student Services and conducted interviews with the Students Union, members of the Student Services Committee and others involved in Student Services throughout College. There will be a consultation meeting on the morning of June 24th, and this will lead to an interim report. The plan cannot be completed however until the College Strategic Plan is finished.

It was noted that the Chief Operating Officer will be responsible for strategic planning and that he will necessarily be involved in the review of the Student Services' Strategic Plan.

SS/07-08/129 Any other Business There was no other urgent business.

Date of Next Meeting - July 8th 2008.

SECTION B

There were no items in this section

SECTION C

There were no items in this section

Signed:.....

Date:.....