

# The University of Dublin

## Trinity College

### Minutes of Student Services Committee Meeting, 8<sup>th</sup> July 2008

<i>Present</i>	Secretary (Ms D. Flynn), Dean of Students (Dr G. Whyte), Deputy Treasurer's Representative (Ms A. Mulcahy), GSU President (Mr A. Frenda), Senior Tutor (Dr M. O'Regan), Chair (Dr A. Piesse), SU Welfare Officer (Ms U. Faulkner)
<i>Apologies</i>	Director of Sports and Recreation (Mr. T. McAuley), Deans' Representative (Prof. C. O'Sullivan), College Secretary (Mr M. Gleeson),
<i>In attendance</i>	Ms M. Garvey, Incoming GSU President 08/09 (Mr. Ronan Hodson), Incoming SU Welfare Officer 08/09 (Ms. Orlaith Foley), Ms. Gaye Conroy

### SECTION A

- SS/07-08/130 Minutes** The Minutes of the meeting held on 3<sup>rd</sup> June 2008 were approved, following an amendment to **SS/0708/128** in which 'Students' Union' should have read 'Students' Unions', and signed.
- SS/07-08/131 Matters Arising from the Minutes** Matters arising from the Minutes were discussed and are recorded below, (see Minutes **SS/07-08/132**, **SS/07-08/134**).
- SS/07-08/132 Luce Hall Development** It is envisaged that the animal unit of Bioresources will be staying in Luce Hall. This may create problems for both the Student Centre and Bioresources (i.e. there may be a smell from the animals in the centre while noise from the centre may interfere with animal breeding). The Dean of Students will raise the issue with the Director of Buildings to investigate how the problem can be addressed.  
The Mature Students' office would like to relocate their resource room and common room to the new centre. Student 2 Student would also like space in Luce Hall.  
The last meeting of the Luce Hall Development Committee was postponed. The Dean of Students will try to organise the next meeting for early September.
- SS/07-08/133 Restructuring Implementation Oversight Group** It is proposed that the College Day Nursery Committee cease and that a College Day Nursery Advisory Group be formed. It is suggested that this will include a representative from medicine and education and the chair of the Student Services Committee will chair it. This committee will meet three times a year. It is suggested that the chair of the Student Services Committee also chair the Student Counselling Advisory Group.
- SS/07-08/134 Preliminary Review of Student Services Strategic Plan** The consultation meeting between the review facilitator, Tony Murphy, and representatives from Student Services took place on June 24<sup>th</sup>. The Dean of Students and Committee Secretary will meet Tony Murphy this evening. The Chief Operating Officer has been updated on the progress and will be kept informed of all future progress. Tony Murphy will draw up a report on the meeting of June 24<sup>th</sup> and will circulate to all involved.
- SS/07-08/135 Statutes** The statutes entry for each service was circulated to the Committee. It was noted that these entries would not enter the statutes in their current form. They would be used to create a comprehensive entry that would cover Student Services as a whole.

**Discussion** It was requested that the entry return to the Student Services Committee for approval before it is included in the statutes.

The Students' Unions will also submit entries.

It was also requested that 'Student and Campus Services' be shortened to 'Student Services'.

**Actions** The Committee Secretary will liaise with Eoin O'Dell re: the above.

The Chair will co-ordinate with the incoming Students' Union Welfare Officer and the incoming Graduate Students' Union president regarding how they would like to appear in the statutes and follow up with Eoin O'Dell at a meeting next week. She will discuss whether chaplaincy is to be included with the other Students' Services, as no entry was received for chaplaincy.

SS/07-08/136

**Meeting with Chief Operating Officer (COO)** The Dean of Students and Committee Chair met with the COO and informed him of the five main issues currently concerning Student Services.

**Student Services Strategic Plan** The COO had not been appointed when Student Services were engaging in the preparation for the new Student Services Strategic Plan. Therefore, he was updated on progress. It was explained that the updating of the strategic plan will run over the next year and that Student Services are awaiting the completion of the College plan before producing their own. The COO said that he would participate in follow up meetings.

**Trinity Experience Forum** This forum identified the need for a survey of the Trinity Experience. Furthermore money has been awarded for an IUA/SIF longitudinal study of student experience. The Geary Institute in UCD is working on this. The Dean of Student is investigating how Trinity can participate in it. The COO was advised that the survey is in the draft stage (a copy was sent to both the COO and the COA) and it is hoped that it will be ready for roll out in October. Clarification is being sought on the issue of anonymity.

**College Day Nursery** The COO visited the Nursery on Monday, July 7<sup>th</sup>. He sees the issue of strategic responsibility as a priority and has scheduled a meeting regarding this for Thursday (10<sup>th</sup> July). It is hoped that this issue will be sorted by next week. The Chair will update the Committee on developments at the first committee meeting of 08/09.

**IT Needs** The COO was updated on Student Services IT needs.

**College Restructuring** The COO was updated on how College Restructuring is affecting Student Services

The COO will also meet all directors of Student Services and other units in the near future.

SS/07-08/137

**Issues for next year** This involved reviewing the main issues from 07/08 and discussing what will be most pressing in 08/09:

**Post-graduate Tutorial Service** An administrator is required to roll this out and this post is now being advertised. The extension of the tutorial service will necessitate the procurement of more space for the service. This issue was raised with the provost and the graduate office. The new service is now close to realisation. The Senior Tutor will set up a 'think tank' to complete this task and will report back any progress to the Committee. The GSU president also noted that the statutes could be updated to take account of the new role of the Tutorial Service.

**Student Centre** There has been some progress on this and it will be a big issue in 08/09. Plans have been progressing regarding who will be accommodated in the new centre.

**College Day Nursery** This is making progress.

**Funding** There is an increasing demand on Student Services. The extra funding allocation suggests that this has been recognised by College. It is also felt that there is a need to revisit the allocation of the student fee. The Dean of

Students will give his annual report to the three faculty deans. This will highlight Student Service funding issues.

**Issues for 0809**

The **Student Services annual report** will be ready for presentation at the next Student Services Committee meeting.

There will be a **review of the Dean of Students Office** in 08/09.

**Luce Hall Development** It is noted that this development will not solve all Student Services accommodation needs. There are huge accommodation needs for Student Services.

**The Trinity Experience Forum and Trinity Volunteering Forum** will also be focused upon in 08/09.

- SS/07-08/138 Any other Business** The secretary urged all committees to join and participate in the CSSI following their annual conference  
The Chair thanked the Committee for their hard work throughout the year, particularly outgoing members who would not be here in 08/09.  
The Secretary thanked the Chair for all her hard work throughout 07/08 on behalf of the Committee.

**Date of Next Meeting - TBC**

**SECTION B**

*There were no items in this section*

**SECTION C**

- SS/07-08/139 College Health Committee** The Committee noted and approved the minutes of the meeting of 22<sup>nd</sup> November 2007
- SS/07-08/140 College Health Committee** The Committee noted and approved the minutes of the meeting of 29<sup>th</sup> April 2008
- SS/07-08/141 Disability Services Committee** The Committee noted and approved the minutes of the meeting of 6<sup>th</sup> May 2008
- SS/07-08/142 Day Nursery Committee Minutes** The Committee noted and approved the minutes of the meeting of 13<sup>th</sup> June 2008
- SS/07-08/143 Day Nursery Committee Minutes** The Committee noted and approved the minutes of the meeting of 17<sup>th</sup> June 2008
- SS/07-08/144 Financial Assistance Committee Minutes** The Committee noted and approved the minutes of the meeting of 20<sup>th</sup> May 2008
- SS/07-08/145 Capitation Committee Minutes** Following a discussion in which two concerns were raised; the Committee asked that the draft minutes of 23<sup>rd</sup> June 2008 be returned to the Capitation Committee for further clarification. The Secretary will write to the Capitation Committee explaining the concerns.

Signed:.....

Date:.....