The University of Dublin
Trinity College

Minutes of Student Services Committee Meeting, 23rd November 2008

Present
Dr Amanda Plessie (Chair), Dr D McGrath (Secretary), Dean of Students (Dr C Whyte), Vice-President (CAE) (Prof P Prendiville), Senior Lecturer (Dr A Douglas), Acting College Secretary (Ms A McGuire), Deputation Treasurer's Representative (Janel Byrnes), Senior Tutor (Mr M O'Regan), Head of School (Prof N Claffey), SU Welfare Officer (Ms O Foley), CSU President (Mr R Pollen), Dr D MacCarron, Director, College Disability Service (Mr. D Treanor).

Apologies
Deputy Representative (Prof C Williams)

In attendance
McG Conroy.

SECTION A

SS/08-09/23 Minutes The Minutes of the meeting held on 28th October 2008 were approved and signed.

SS/08-09/24 Matters Arising from the Minutes Matters arising from the Minutes were discussed and are recorded below. See Minutes SS/08-09/25, SS/08-09/26, SS/08-09/27, SS/08-09/28, SS/08-09/29, SS/08-09/30.

SS/08-09/25 Trinity Experience Forum The Forum had met on 4th November 2008. The format of the questionnaire was averted, and was expected to roll in January 2009.

SS/08-09/26 Strategic Plan Update The final report would be presented to the agenda item for the next SCC meeting, 8th January 2009.

SS/08-09/27 Student Centre Update The SU has drawn up a working brief of requirements - social space, space, society and union offices, common, coffee, and prayer space - following a visit to the Student Centre in UCD, and a survey of current students. A similar visit to UCD had been made by a small delegation of student services personnel prior to developing their brief for a one-stop student services shop. Broad consultation is under way with the aim of developing a building plan based on need rather than attempting to fit into an existing structure.

SS/08-09/28 Day Nursery Report The report prepared by Ms Rita Molloy, National Childcare Policy Advisor of NCNA, on the Day Nursery management needs had been prepared in draft form to the COO. Its findings must be communicated to the Day Nursery staff in advance of its presentation to the SCC at a single board meeting on 23rd January 2009. The separate assessment of the current and future childcare needs of the students and staff was under way with a survey to determine current and future needs in the course of preparation.

SS/08-09/29 Student Charter A Graduate Student Charter had been referred to in the Calendar Part III. A search was under way for a hard copy. The SU President and SU Education Officer were continuing with rewriting and updating the current Student Charter, having met with the CSU President. It was hoped to present a draft for consideration by the SCC in January 2009.

SS/08-09/30 Calloway of SSS projects funded under Estimates and Special Allocations The allocation of €50,000 to the College Day Nursery had been submitted.
into its accounts for 2007-08, instead of being utilised for the purposes
gained, administrative support and sick leave/maternity cover. The Clerk
undertook to pursue the matter with those responsible, and with the CCO if
necessary.

SS/08-09/31 Self Assessment of Student Services Committee Item 6 of SSC Terms of
Reference requires annual performance evaluation, to be reported in draft
minutes to Board. A self evaluation form based on the Audit Committee
template would be utilised by the Clerk and Secretary of the SSC.

SS/08-09/32 Student demographics, future planning Hard data on changing student
demographics would be necessary for student services to plan properly and
seek appropriate funding in the future. College Health, Student Counselling,
Careers and Disability Service have or are collecting data. Tutorial Service
data is more difficult to collect, though the additional needs of non-
traditional students have been noted, and remarked upon. All services need
to assemble data for input into the planning process under the direction of
the Vice-Provost.

SS/08-09/33 Financial Assistance Committee Annual Report 2007-08 The Financial
Assistance Committee performs a key function in student support services in
which students benefit from the confidentiality and anonymity of the
approved process. The Committee was gratified that the Executive Officers
recognised the value of its work and approved the request for an increase in
the hardship grant. The Committee had met 5 times during the year, and had
approved financial assistance to 209 students, disbursing €205,851; average
award €971; awards ranging from €200 to €2,700, from Bursaries, ESF
Student Assistance Fund, Student Hardship Fund, and Trinity Annual Fund
support.

Students of Nursing and Midwifery had constituted 48% of financial
assistance recipients in 2007-08; the next highest course cohort being TSM at
10%. 79% of all financial assistance recipients in 2007-08 had been mature
students. 230 applications for Sports Centre charge waivers had been granted
via the Senior Tutor’s Office over the course of the academic year.

European Social Fund (ESF) Student Assistance Fund total allocation to
College (administered by the STC) for the year had been €587,560. Formal
notification from the HEA of the ESF Student Assistance Fund allocation for
2008-09 had been delayed in anticipation of Budget 2009, and had not yet been
received. Informally, the budget cut was expected to be 21%. In real terms, a
reduction of approx €100,000 in the STC apportionment due to a realignment of
the proportions as Trinity Access Programme had experienced a considerable
reduction in corporate sponsorship for 2008-09.

The very high proportion of continuing mature students requiring financial
assistance and budgeting advice, in tandem with the volume and nature of
enquiries from new entrants following mature student orientation in
September, had resulted in a new initiative proposed by Ms Connolly to the
Mature Student Officer, for a Money Doctor Workshop to take place early in
July, to coincide with CAO offers to mature students and to inform
acceptance of a universal place based on sound financial 4-year planning.

SS/08-09/34 Any other Business It had come to the attention of the SU Welfare Office
that the ordinary degree of Bachelor of Dental Technology was not
"approved" for local authority or VEC higher education grant. Prof Gleeson
undertook to look into the matter.
SECTION B
There were no items in this section.

SECTION C
There were no items in this section.

Signed:

Date: 20th January 2005