

The University of Dublin

Trinity College

Minutes of Student Services Committee Meeting, 30th June 2009

<i>Present</i>	Dr Amanda Piesse (Chair), Dr D McGrath (Secretary), Dean of Students (Dr G Whyte); Deputy Treasurer's Representative (Janet Byrne), Deans' Representative (Prof C Williams); Acting College Secretary (Ms A Fitzgerald), Senior Tutor (Dr M O'Regan), Dr E MacCarthaigh; SU Welfare Officer (Ms O Foley), GSU President (Mr R Hodson),
<i>Apologies</i>	Vice-Provost (CAO) (Prof P Prendergast); Senior Lecturer (Dr A Douglas); Head of School (Prof N Claffey); Director, College Disability Service (Mr. D Treanor).
<i>In attendance</i>	Ms G Conroy; Mr Cormac Cashman (S.U. Welfare Officer elect)

SECTION A

SS/08-09/117	Minutes The Minutes of the meeting held on 26th May 2009 were taken as read, approved and signed.
SS/08-09/118	Matters Arising from the Minutes Matters arising from the Minutes were discussed and are recorded below, (see Minute SS/08-09/119; SS/08-09/120).
SS/08-09/119	College Day Nursery The Chair reported that Michelle Butler would take up the post of Day Nursery Manager on 20 th July. The Day Nursery Advisory Group would meet in September. The Treasurer's Office would nominate a delegate to attend.
SS/08-09/120	Student Charter The Committee complimented the SU Education Officer Hugh Sullivan on the draft charter, and recorded thanks for its timely production. The sentence: 'This document is aspirational : it does not impose any legal duty or obligation on the Board, any College officer, employee or student' was approved for insertion inside the front cover.
SS/08-09/121	Draft Revised SSC Terms of Reference Dr McGrath had been requested by the Committee Review Group to draft a revision of the SSC Terms of Reference, according to a template provided by the Academic Secretary. The key function of Principal Committees would be to ensure that the strategic objectives of Board were being fulfilled and met by the constituent committees. As financial distribution follows strategy, decisions made in respect of funding would be reviewed by SSC, with sight of figures to comply with duty of oversight. Executive powers would be the remit of the COO. A director of Student Services would be a policy matter for the SSC. Dr McGrath would revert to SSC for direction in finalising the draft.
SS/08-09/122	Student Centre and Accommodation for Student Services The Luce Hall Planning Committee, a working party of Board, had convened on 16 June to review and move forward on the two parallel strands of investigation into Student Centre and Student Services space needs that had been carried out at the instigation of Mr Chris Lyons. A new proposal had emerged in which the space would be allocated on a 70/30 split; further meetings would take place between the interested parties and the Vice-Provost, to express and discuss expectations. Application for a Seomra Caidreamh had been submitted. The needs and expectations of student services accommodation should and

would be discussed at this Committee, and at Heads' Forum. A broad planning application would be submitted during the summer.

SS/08-09/123 Draft Strategic Plan, Student Experience The Dean of Students had submitted the Student Experience section of the draft plan to the co-ordination centre. Board would be asked to approve headline objectives. It may not be possible for this Committee to see the final draft in advance of its submission for Board approval, however it should be an agenda item for approval, at the first Committee meeting, scheduled to take place on Tuesday 22nd September.

SS/08-09/124 Feedback from Heads Forum The most recent meetings on 29th May, 12th, 19th and 26th June, had discussed: 1) Student retention; 2) Swine flu; 3) A joint proposal with UCD for a 1-year foundation course for International students; College Strategic Plan. The Dean of Students undertook to request a copy of the proposal from the Director of International Office. The implications for student services in joint projects/degrees must be stressed; 4) Presentation on Official Languages Act from Irish Officer; 5) Restructuring of committees & Student Services Management Team; 6) Luce Hall development; 7) Draft Strategic Plan; 8) Presentation from Maura Horan on new Student web page. Other than 3), there were no implications for the Committee in the above.

SS/08-09/125 Callover for the year The Chair reviewed the year. Items for noting included the priorities that had been identified at the meeting September 16th 2008 as follows; appropriate accommodation for student services, especially Student Counselling and the College Health Service; the establishing and rolling-out of the Postgraduate Advisory Service; Day Nursery management; assessing the impact on Student Services of the strategic diversification of the student population, especially in terms of the expansion of fourth level, greater internationalisation and an increase in students from non-traditional backgrounds; and issues that had emerged as focuses of attention during the year: TVOF, S2S, the Student Centre, the Student Charter, accommodation needs for Student Counselling, accommodation needs for College Health.

The Postgraduate Advisory Service had been launched in April 2009; mainstreaming of this service would be a priority for the coming year. Thanks to the commitment of Mr Chris Lyons, the Day Nursery Manager would take up duties on 20th July 2009. A Day Nursery Advisory Group had been formed, and the survey to identify current and future Day Nursery needs would roll out shortly. Student Counselling would move to Phoenix House by Christmas. The urgent need to secure alternative larger premises for College Health would be a priority in the Student Centre/Luce Hall Development. The 2-year appointment of TVOF civic engagement officer would be announced shortly. In the strategic planning process a formula to reflect increased demands on services through diversification needed to be devised. The self-assessment process had identified the need to have an induction document for new committee members. A co-ordinator for the Student 2 Student programme, who would also implement the peer mentoring programme, was being sought.

Continued oversight of the above important projects would be required.

SS/08-09/126 Dates and venues for next year's meetings Committee meetings for the academic year 2009/2010 would take place at 4 pm as follows:

Tuesday 22 nd September 2009	Senior Tutor's Office, House 27.
Tuesday 3 rd November 2009	The Boardroom
Tuesday 15 th December 2009	The Boardroom

Tuesday 2nd February 2010 The Boardroom
Tuesday 16th March 2010 The Boardroom
Tuesday 27th April 2010 Senior Tutor's Office, House 27.

SS/08-09/127 Any Other Business

The Students' Union had prepared an annual report of activities which would be presented to the Capitation Committee in Michaelmas term.

The Chair thanked the Committee for their hard work throughout the year, in particular Dr McGrath, Ms Byrne, and Ms Conroy, and outgoing SU Welfare Officer Ms Orlaith Foley.

SECTION B

There were no items in this section

SECTION C

There were no items in this section

SS/08-09/128 Draft Student Charter

The Committee noted and approved the Draft Student Charter

Signed:..........

Date:..... 22nd September 2005