

The University of Dublin

Trinity College

Minutes of Student Services Committee Meeting, 22<sup>nd</sup> September 2009

*Present* Dr Amanda Piesse (Chair), Dr D McGrath (Secretary), Dean of Students (Dr G Whyte); Senior Lecturer (Dr A Douglas); College Secretary (Ms A FitzGerald), Senior Tutor (Dr M O'Regan), Deputy Treasurer's Representative (Jane Corcoran), Director, College Disability Service (Mr. D Treanor), Dr E MacCarthaigh; SU Welfare Officer (Mr C Cashman), CSU President (Mr R Hodson),

*Apologies* Vice-Provost (CAO) (Prof P Prendergast); Deans' Representative (Prof C Williams); Head of School (Prof N Claffey);

*In attendance* Ms G Conroy;

SECTION A

**SS/09-10/1 Minutes** The Minutes of the meeting held on 30th June 2009 were taken as read, approved and signed.

**SS/09-10/2 Matters Arising from the Minutes** Matters arising from the Minutes were discussed and are recorded below, (see Minute SS/09-10/3; SS/09-10/4).

**SS/09-10/3 College Day Nursery** The Day Nursery Advisory Group would be convened shortly. The Senior Tutor had met with the Day Nursery manager to finalise the survey to assess current and future demand for day nursery places, which would be sent out to all students and staff in the coming weeks. Notice that the survey would shortly issue was being communicated to all new entrants at orientation.

**SS/09-10/4 Student Charter** The draft Charter had been approved by Board and Council. The sentence: 'This document is aspirational : it does not impose any legal duty or obligation on the Board, any College officer, employee or student' had been inserted inside the front cover. The Charter had been made available under College Policies on the College home page, and on the Student Homepage under Services and Supports. All students would be notified by general email. Hard copy production/publication would be investigated bearing in mind necessity and cost. An official launch would be organised.

**SS/09-10/5 Unilink Annual Report** Ms Nolan summarised the activities of Unilink for the 5 years of its existence, during which it had grown from 21 to 104 clients, funded entirely to the ESF Fund for Students with Disabilities (ESD). A 5-year report had been prepared that would be launched in October. The service is well embedded, operating on a needs basis with a practical focus, in excess of 1,000 contact hours during the academic year, averaging 10 hours per student, supporting students with considerable mental health difficulties who otherwise would not complete a course of study. It was agreed that the Mental Health Advisory Group would make a recommendation to this Committee, as a first step towards mainstreaming the service.

**SS/09-10/6 Draft Strategic Plan, Student Experience** The Committee noted that the Board had agreed the general direction of the draft Strategic Plan at its last meeting. In reviewing the section on the Student Experience the Committee recommended that explicit reference should be made to the Postgraduate

Advisory Service in the introduction to the chapter and that the Tutorial Service should be cited only as an example of the services which should be available to international students.

**SS/09-10/7 Student Centre and Accommodation for Student Services** There had been no developments since the meeting held on 16 June. The broad planning application had been submitted during the summer. The 30% approximate space allocation for Student Services should have a cognate fit with student needs and use. The Heads Forum would meet with student representatives to discuss the interests and needs of both students and student services, and would submit a joint document to the November meeting of SSC for approval and communication to the Luce Hall Planning Committee. The Dean of Students undertook to find out when the Luce Hall Planning Committee would next meet.

**SS/09-10/8 Draft Revised SSC Terms of Reference** A further meeting had recently taken place between the COO, the Academic Secretary, and the secretaries of Principal Committees. There were some on-going difficulties with the wording of policy and management structures of some committees. Dr McGrath would revert to SSC for direction in finalising the draft, which the Committee would then consider.

**SS/09-10/9 Feedback from Heads Forum** The most recent meetings had discussed: 1) IS Services; 2) Swine flu; 3) Staffing and recession; 4) Restructuring of committees & Student Services Management Team; 5) Planning for the year ahead, risk registers, annual report cycle etc.

The Chair raised the fact that no Student Services Committee report had been prepared/required for 2008-09, making it more difficult for the Committee to have a consolidated overview; she undertook to request the COO to provide an executive summary of the series of annual reports of all student services.

**SS/09-10/10 Any Other Business**

There was no other business.

#### SECTION B

*There were no items in this section*

#### SECTION C

*There were no items in this section*

Signed: *AJ Kent*

Date: *2nd Nov 09*