

The University of Dublin

Trinity College

Minutes of Student Services Committee Meeting, 27th April 2010

- Present* Dr. E. MacCarthaigh (Chair); Dr D. McGrath (Secretary); Dean of Students (Dr. G. Whyte); Head of School (Dr. Donal O'Donovan); College Secretary (Ms A. FitzGerald); Senior Tutor (Dr. M. O'Regan); Dr. Sean Barrett; Treasurer's Representative (Ciara Lynch); Director, College Disability Service (Mr. D. Treanor); SU Welfare Officer (Mr C. Cashman); GSU President (Mr R. Hodson)
- Apologies* Vice-Provost (CAO) (Prof P Prendergast); Senior Lecturer (Dr A. Douglas);
- In attendance* Mrs A. Williams.

The Medical Director thanked Dr. MacCarthaigh for agreeing to chair the meeting today, and welcomed Dr. Sean Barrett to the Committee. A letter of thanks will be written to Dr. Amanda Piesse, for her work on the Committee during her office as Chair.

SECTION A

- SS/09-10/42 Minutes** The Minutes of the meeting held on **16th March** were taken as read, approved following the correction of Ciara Lynch's title to Treasurer's Representative (under *Present*); the deletion of 'The Chair suggested that Item A5 be struck off the Agenda' before **Section A**; €20,000,000 to be amended to €14,600,000 Section **SS/09-10/38**.
- SS/09-10/43 Matters Arising from the Minutes** Matters arising from the Minutes were discussed and are recorded below, (see Minute **SS/09-10/44**).
- SS/09-10/44 Student Centre** The Dean of Students reported that the sub group established by the Luce Hall Planning Committee to consider the occupancy of Luce Hall had concluded its deliberations and that its recommendations will shortly be put to the Luce Hall Planning Committee for discussion.
- SS/09-10/45 Estimates** The Dean of Students introduced the topic and drew the Committee's attention to the establishment by Board (BD/09-10/123) of a Working Party on the Student Registration Charge to develop proposals for the provision of student services. The subsequent Working Group report and recommendations arising had been approved by Board (BD/09-10/195). The expanded Student Registration Charge Consultative Group (SRCCG), as recommended in the Working Group report, had met recently and the Dean of Students reported that unanimous agreement had been reached by the Consultative Group on the revised layout and treatment of attributable costs. The Consultative group had reviewed the revised student registration charge schedule and the Treasurer's Office representative Ms. C Lynch had provided a detailed analysis of both the Actual 2009 and Estimate 2010 student registration income and related expenditure. The Committee noted that the recommendations arising from the Working Group report regarding the application of Student Services Charge and the Consultation process had been implemented and also noted the minutes of the Student Registration Charge Consultative Group meetings as presented. Following discussions, it was agreed that the allocation under Accommodation Office could be amended to reflect the ongoing discussions regarding the Student Union operation of the Accommodation Advisory Service. The amended schedule would go to Finance Committee for noting along with a draft minute.

SS/09-10/46 Capitation Committee Terms of Reference Following discussion, the SSC indicated its support for the draft Terms of Reference of the Capitation Committee.

SS/09-10/47 Draft TCD Volunteer Charter The Dean of Students apologised for the late circulation of this document to this committee, which was presented by Róisín McGrogan, Civic Engagement Officer and author of the draft charter, who explained that its purpose is to encourage awareness that volunteering is a two sided relationship, with benefit to others and personal and professional development to the volunteer. The document, which has been adapted to TCD needs, also sets out TCD volunteer rights, responsibilities and standards which volunteers are expected to uphold. DUCAC and Outreach also have student volunteers in the community. The Dean of Students is working on a child protection policy in TCD, and the College Secretary raised the issue of Garda vetting which can be a troubled subject - one signature only is accepted from Universities, and suggested a footnote be inserted at the end of the first paragraph that investigations are currently being undertaken by College in this respect. The Director of the College Disability Service suggested that some Capitation Committee Funding might be available for volunteering. The Chair congratulated Ms. McGrogan and welcomed the Charter and recommended it on behalf of the Student Services Committee.

SS/09-10/48 Any Other Business

Heads Forums The Dean of Students reported that three meetings had taken place since this Committee last met, when discussions took place on feedback on Working Groups on International students, Intervarsity Degrees, a briefing by the Disability Officer on Administration Quality Review, and a report on Digital Strategy by Stephen Ester. Reports were made on site visits to Liverpool and Brighton, and Working Group Academic restructure, the Student Death Protocol and the impact of semesterisation on the timing of the Trinity Ball and Reading Week. The Chair requested that the issue of semesterisation be highlighted for Board.

Day Nursery Survey The Senior Tutor requested that response to this survey be encouraged.

Post Graduate Advisory Service Following a discussion of the very positive impact of the pilot Post Graduate Advisory Service scheme, the SSC unanimously recommended the continuation of this service by College.

SECTION B

There were no items in this section

SECTION C

There were no items in this section

Signed:.....

Date:.....