

The University of Dublin

Trinity College

Minutes of Student Services Committee Meeting, 19th April 2011

Present Dr. Seán Barrett (Chair); Dr David McGrath (Secretary); Ms Anne FitzGerald (College Secretary); Senior Tutor (Dr. Claire Laudet); Dean of Students (Dr. Gerry Whyte); Head of School (Dr. Sarah Smyth); Board Representative (Dr. Howard Smith); Treasurer's Representative (Ms. Linda Galligan); Sports Development Manager (Ms. Cathy Gallagher); SU President (Mr. Nikolai Trigoub-Rotnem); SU Welfare Officer (Ms. Steph Fleming); GSU President Representative (Ms. Edel Hennessy); Head of School Representative (Ms. Vicky Butler).

Apologies Senior Lecturer (Dr Aileen Douglas); Board Representative (Dr. Hugh Gibbons); Head of School (Prof. Clive. Williams); GSU President (Ms. Dearbhail Lawless);

In attendance Mrs. A. Williams.

SECTION A

SS/10-11/68 Minutes The Minutes of the meeting held on **1st February 2011** were taken as read, approved following the insertion of ...five meetings '**of the Heads' Forum**' had taken place...**Section SS/10-11/63 Dean of Students Report.**

SS/10-11/69 Matters Arising from the Minutes. Matters arising from the Minutes were discussed and are recorded below.

- 1. Postgraduate Advisory Service** The Senior Tutor reported that it is envisaged that there will be sufficient funding this year for the Service and until September 2012.
- 2. Day Nursery Fees** The increased Day Nursery Fees have been approved
- 3. Student Death Protocol** The Senior Tutor confirmed that a new version of the Student Death Protocol will be circulated shortly.
- 4. Proposed Capitation Funding Strategy** The Chair reported that he had met with Prof. Cyril Smyth and advised that funding was not available for this proposal.

SS/10-11/70 Review of Student Learning Services The Dean of Students presented a proposal to the committee that in order to co-ordinate student learning services a review should take place. This would include Trinity Access Programme, Student Counselling Service, School of Mathematics, Mature Students' Office, Computer Science, Disability, Centre for Language and Communications Studies and the Peer Assisted Learning Network. It is proposed to contact stake holders and to bring in two reviewers to meet with all affected in June, with a review taking place in early/mid September and a report being published at end September/early October. Terms of reference would be available for the reviewers who would liaise with the Dean of Students. A budget of €2,000 is available. This proposal was then opened to the meeting.

Concern was raised that students would be unavailable during the summer months for compilation of self assessments. A review in September would exclude current Senior Sophister students. October was suggested as an alternative to include New Entrants. On-line feed -back

was suggested by the SU President, as was liaison with the SU Education Officer. Post graduate Learning Support would also be included and contact with SU Education Officer was recommended.

SS/10-11/71 Cuts in Student Services The Dean of Students reported that there were responses from several areas with regard to the cuts in Student Services.

- 1. Disability** reported a 12% reduction in core funding in 2009/10, resulting in uncertainty re: funding of four core posts. Strain on Service at present with 850 students registered and numbers expected to rise.
- 2. Careers** Employment control framework will impact from September 2011. Three staff members due to retire within next two years will not be replaced, resulting in reduced contact with employers, interviews, presentations and service overall
- 3. Student Counselling Service** Reduction in staff numbers from 6.95 equiv to 5.1 equiv due from September 2010 resulting in increased waiting list, reduced outside hours service and training service, deferral of Suicide Prevention Programme, cessation of Mental Health Portfolio and reduction of on-line counselling service.
- 4. Student Learning Service** Reduction in the team will affect services to International and Mature student services including reduction in work shops from 43 to 25.
- 5. Sport** Reduction in Cista Communis by €20,000 will have severe impact on staffing, opening hours, equipment replacement, health and safety, special scholarship awards and the respite room for students with disabilities.
- 6. College Health Service** Dr. McGrath reported a €26,000 cut in funding this year, increased waiting times and severe cut in Nursing service due to non replacement of FT nurse. Service will deteriorate further in September with retirement of one half time GP. Present waiting time for psychiatric appointments now 3½ weeks and due to increase with arrival of Foundation students next year, resulting in implications for tutors.
- 7. Senior Tutor's Office** The Senior Tutor reported that cuts result in no Financial Assistance Service and curtailed Orientation Programme, together with reduced staffing due to loss of Administration Officer.

The Chair predicted a gloomy outlook for at least three years as the Provost and Board are unwilling to run a deficit.

Enhanced services are required to attract International Students, but although ring fencing of funding for Foundation students was approved for Student Services together with mandatory private health insurance, the suggestion that the International Student fee be ring fenced was not well received by College Authorities. The Dean of Students suggested the Committee make a recommendation for such funding.

SS/10-11/72 Orientation Week Library Tours Several concerns which were raised in a memo from Trevor Peare, Library Keeper to the Chair and Secretary of the Student Services Committee with regard to a proposal to conduct Library Tours for New Entrants prior to registration were discussed. The Library can foresee several difficulties including inability to identify legitimate new students, students already under pressure securing accommodation prior to registration, insufficient notice for Library this year etc.

Although Leona Coady, Student Records Office and the Senior Tutor's Office are pivotal in the organisation of Orientation week, it was generally felt that there is a need for a central point in College to oversee this process, which is significantly important for first years, who proportionally make up the largest number of drop-outs.

The lack of uptake of accommodation in Trinity Hall was discussed and it was agreed that high rents were an issue.

SS/10-11/73 AOB

Heads' Forum The Dean of Students reported that five meetings of the Heads Form had taken place since the last meeting of the Student Services Committee Meeting.

1. International Students – Cost of services, including concerns re: support to Foundation year students.
2. Cuts to Student Services
3. Dean of Students Annual Report
4. Enhancement of Prospectus entry for Student Services
5. Learning Support Review

This being the last SS Committee meeting this term, the Chair thanked and bade farewell to those committee members whose term of office had expired and welcomed Cathy Gallagher, Sports Development Manager to the committee.

The SU President thanked the Services for assistance and funding over the last year despite the grim cuts.

SECTION B

There were no items in this section

SECTION C

SS/10-11/74 Minutes of Student Registration Charge Consultative Group

These contained an explanation of dispersal of funds from student contributions. Three meetings took place when issues raised by students included the possibility of payment of this charge in two instalments. It was agreed that this is not feasible at present but may be possible when the GeneSIS project is up and running.

Signed:.....

Date:.....