

## The University of Dublin Trinity College

### Minutes of Student Services Committee Meeting, 10<sup>th</sup> December 2012

- Present Professor Eileen Drew (Chair), Mr. Sean Gannon (Secretary), Professor Amanda Piesse (Dean of Students), Mr. John Coman (College Secretary), Mrs. Michelle Tanner (Head of Sport and Recreation), Professor Howard Smith, Professor Veronica Campbell (Dean of Graduate Studies), Professor Patrick Geoghegan (Senior Lecturer/Dean of Undergraduate Studies), Professor Claire Laudet (Senior Tutor), Ms. Aisling Ní Chonaire (SU Welfare Officer), Mr. Andrew McEwan (GSU Vice President), Ms. Noreen Murray (IS Services), Ms. Linda Wright (Treasurer's Office)
- Apologies Professor Agnes Higgins,

In Attendance Ms. Simone Cameron-Coen, Mr. Rory Dunne (SU President) for item SS/12-13/22

### Section A

#### **SS/12-13/14 Minutes**

The Minutes of the meetings held 19<sup>th</sup> September 2012 were approved.

#### **SS/12-13/15 Matters Arising from the Minutes.**

Matters arising from the minutes were discussed and are recorded below (SS/12-13/16, 17, 18, 19 and 20)

#### **(SS/12-13/16) Allocation of Global Relations Strategy funding to Student Services**

The Chair had reported to Board on the Committee's discussions.

#### **(SS/12-13/17) Summer Internship Scheme**

The Chair confirmed that the working group on student internships had been formed and had had an initial meeting.

#### **(SS/12-13/18) START Report**

The Dean of Students had reported to Board on Student Services and the student experience. The report was well received by Board who engaged with the material.

### **(SS12-13/19) Dean of Students' Annual Report 2010/2011**

The Dean of Students confirmed that a small group had met to discuss the size and scope of the role of Child Protection Officer (CPO), which needs to be confirmed before the location of the CPO can be decided. The Director of HR is drafting a job description for this role and the Dean of Students is contacting the affiliate colleges that have particular involvement with children, for example, Marino, to discuss the role. Line management, local responsibility and co-ordination within College are being discussed.

### **(SS/12-13/20) Dean of Students' Work Priorities for 2012/13**

The off-books policy is on the agenda and will be discussed later in the meeting. The Dean of Students confirmed that a group had met regarding the College alcohol policy and additional work would be required to produce a final document. The student parent and carer policy will be presented for discussion at the next meeting of the Committee.

### **SS/12-13/21 Implementation of Fitness to Practise Policy**

The Dean of Students gave the background to the implementation document and invited comments. The Senior Tutor said that the reference to representation might require further clarification so as to be inclusive of postgraduate students. She referred to the changes made to the 2012/2013 College Calendar on page H12 and suggested that similar wording be used in the implementation document. The Committee agreed to this suggestion. Prof Smith requested clarification on the mechanism for selecting committee members at School level as he was concerned that the committee contacts might become out of date. Following a discussion on the relevant wording in the document, Prof Smith was reassured that there is a mechanism in place and no changes were required. The Dean of Students outlined a query from the Director of Disability Services on disclosure of disabilities and how that relates to the flow chart in the document. There are students who may not have disclosed a disability and may not be referred to the right path. Following a discussion the Senior Tutor suggested that an extra sentence be added to the flow chart: 'Tutor or advisor asks if the student has a disability or health issue that they wish to disclose.' It was agreed that a grammatical check would be carried out on the use of "practise/practice" throughout the document. With agreement on these key changes, the document was approved by the Committee.

### **SS/12-13/22 Summer Internship Scheme**

The SU President reported on the development of the scheme to date. The needs of international students were being addressed with the development of a role within the Global Relations Office. The document for the project had been well received at College committees and at Board and Council.

There is a national student internship scheme that is being developed by the HEA and there is potential for Trinity to benefit from that. The SU President suggested that if the project was piloted in the summer of 2013, Trinity would then be in a good position to be a conduit for the national scheme as it develops. The Chair queried the status of the outstanding actions. The SU President clarified that he expected the Global Relations position to be approved by College early in the new calendar year. The Committee Secretary Sean Gannon, speaking in his capacity as the Head of the Careers Advisory Service confirmed that he would be meeting the COO to discuss the issue of allocating funds from unspent balances for a similar position to that in Global Relations but with responsibility for sourcing internships for Irish students. The Senior Tutor flagged a potential issue in relation to internships in France as there are specific terms required in the internship contracts (Convention de Stage) there. The Dean of Students asked the SU President if he was asking for approval for the implementation plan. He confirmed that he was. The Committee approved the plan. The Dean of Students noted that this was a piece of work for the students by the students and thanked the SU President for the work that has been done. The SU President, in turn, thanked the Committee for its support.

#### **SS/12-13/23 Policy matters in relation to students going 'off books'**

The Dean of Students updated the Committee on the policy. There has been discussion with the Academic Registry on how the policy could be implemented. The Registry had agreed that a fee might be charged, where financially feasible for students. Each Service was to set a fee and wording is to be developed for a Calendar entry. The Chair was concerned that this plan might be cumbersome and difficult to administer to the point where it may not be worthwhile collecting a fee. The Chair was also concerned about those that may not be able to pay a fee. The Senior Tutor confirmed that there would be a system in place to cover students in financial hardship. The Vice President of the GSU commented that it is a good idea to have an itemised charge for those that might need to use some but not all Services while off books. The Dean of Students thanked the Committee for their comments. She suggested that the policy be brought back to the Heads of Services Forum for further discussion on fee rates and this was endorsed by the Committee.

#### **SS/12-13/24 Student Parent Policy**

This item will be taken at the next Student Services Committee.

## **SS/12-13/25 Student Charter**

The Vice President of the GSU presented the document. The Dean of Students and the Education Officers of both unions had updated the document including relevant websites and College policies. He then asked for feedback from the committee. The SU Welfare Officer suggested that the word 'sole' be replaced with 'primary' or 'principal' on page 18. The Senior Tutor suggested that the chapter on prospective students should include references to mature student, international, and other direct online applications. She also suggested a change to the formatting on page 4 relating to Orientation and a change to the wording about appeals on page 8. After discussion it was agreed to add 'written confirmation from tutor or postgraduate advisor that an appeal has been lodged within 5 working days.' The Dean of Graduate Studies commented that the START process would have an impact on the accuracy of certain aspects of the Charter. The Senior Tutor also asked about the status of the Charter in College. The Dean of Students responded that bringing the Charter to as many committees as possible will raise awareness of the document throughout the College community. The Dean of Students also aspired to have a hard copy of the Charter printed before the end of the academic year. The College Secretary was concerned that the document may be taken as legally binding, and wanted assurance that the College could live up to the expectations laid out in the Charter. The Dean of Students suggested an introduction be drafted and circulated to the College Secretary for review and approval. The College Secretary agreed. The Senior Lecturer asked if there was an office with responsibility for addressing any shortcomings that students might experience relating to the Charter. Following discussion it was agreed to address this in the preamble and, for the present, for the Dean of Students' Office and the Dean of Graduate Studies Office to take responsibility for addressing complaints. Policy around a formal College complaints procedure is currently being developed in the OVP.

## **Section B**

### **SS/12-13/26 Self-evaluation of the Committee**

The Chair presented the memo circulated to the Committee. It was agreed that the Committee's terms of reference would be reviewed by a sub-committee to be made up of the Dean of Students, the College Secretary, the Vice President of the GSU, the SU Welfare Officer, and a member of the Heads of Services. The Dean of Students responded to the issue of the risk register by briefing the Committee on the current system. She suggested that the 2012 register for student services/experience be brought to the Committee for discussion.

### **SS/12-13/27 AOB**

The Head of Sports and Recreation brought some festive items to the attention of the committee.

The 3KM College Santa Dash in aid of the St. Vincent de Paul will be held on 12/12/12 at 1.12pm

There will be coffee and mince pies in the Sports Centre on Wednesday 19<sup>th</sup> December in aid of St. Vincent de Paul.

**SS/12-13/28 Dates for Future Meetings**

- Wednesday 6<sup>th</sup> February 2013
- Wednesday 8<sup>th</sup> May 2013

**Section C**

There were no items for Section C

Signed:.....

Date:.....