

ACCESS, EQUALITY & STUDENT AFFAIRS COMMITTEE

1. Terms of Reference

- 1.1 To ensure that policies prepared are in accordance with good practice, student equality and diversity principles, and student, University and legislative requirements for consideration by Governing Authority in areas including the following:
 - a) Safety, Health and Wellbeing, Equality, Diversity and Inclusion matters which impact on students
 - b) Improving Access to, and progression in the University for the following groups:
 - i. Socio-economically disadvantaged people
 - ii. People with disabilities
 - iii. Mature students
 - iv. People from sections of society significantly under-represented in the student body including the travelling community, migrants
 - c) Supporting the provision and progression within the areas of Internationalisation, Flexible and Life Long Learning in the University
 - d) Student support services & service provision for students
 - e) Other policy matters pertaining to the student experience at the University.
- 1.2 To monitor and evaluate the implementation, operation and effectiveness of these policies and protocols and to report on each one at least once an academic year to Governing Authority. To recommend to Governing Authority when appropriate, changes to these policies, recommend additional policies and the removal of policies no longer fit for purpose.
- 1.3 The Committee will meet at least four times per annum.
- 1.4 A quorum for a meeting of the Committee shall be one third of the total number of members, rounded up to the nearest whole number, plus one. The participation of members by tele conferencing and/or video conferencing will be counted for the purposes of a quorum. No meeting will proceed in the absence of a quorum.
- 1.5 At the start of each meeting, the Secretary to the Committee will ask members to declare any conflict of interest, perceived or otherwise, in relation to any matters on the agenda. Where such a conflict is declared, the member will absent him/herself from the meeting during consideration of the agenda item. In addition, any additional documentation will not be made available to the member following the declaration of interest. These matters will be recorded in the minutes.
- 1.6 The Committee will liaise closely with other Governing Authority Committees and University Committees as appropriate.
- 1.7 The Committee will provide its minutes to the Governing Authority as soon as possible for noting and/or discussion as necessary.

- 1.8 Questions arising at any Committee meeting shall be decided by a majority of the votes of the members present, either in person or by tele conferencing and/or video conferencing. Where there is an equality of votes, the Chair shall have an extra casting vote. Where decisions are unanimous, they shall be recorded as such in the minutes. Dissensions and negative votes shall be summarised in the minutes in terms acceptable to the dissenting person or negative voter.
- 1.9 The AE&SAC will agree its Programme of Work on an annual and/or longer term basis.
- 1.10 The Committee will review its terms of reference at least every three years and recommend any proposed changes to the Governing Authority for consideration.
- 1.11 The Committee will undertake a self-evaluation process at least every three years and report on the outcome of this assessment to the Governing Authority.

2. Composition & Membership

1. President or his nominee: **Dr Des Fitzgerald**
2. Vice President Academic & Student Engagement:
Professor Kerstin Mey
3. President, ULSU: **Mr Jack Scanlan**
4. Deputy President, ULSU: **Ms Serena Hare**
5. President, PSU: **Mr Abraham Agboola**

Governing Authority: Three members who are not employees/students of UL
Joan Aherne, Trish Long (Chair), John O'Connell

Three members who are employees of UL
Ms Michelle Breen, Professor Eoin Devereux, Dr Amanda Haynes

External Members: Two members external to the University who are not members of Governing Authority appointed by the Governing Authority on the nomination of the President following consultation with the Chancellor. Their terms of appointment may be flexible and individuals may be replaced during the term of the Committee to provide for changing skills being available to the Committee as required.

In attendance: Director, Student Affairs: **Dr Bernadette Walsh**
Head of Counselling: **Dr Lucy Smith**

The Chairperson of the Access, Equality & Student Affairs Committee is appointed from amongst its membership by the Governing Authority on the nomination of the President.