



minutes

Meeting Faculty Council

Date and time
 9 July 2019, 13:30-15:00

Reference
 final

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Present

FC: Gerd Weitkamp (chair), Welmoed Claus, Joram Wijnstra, Jeppe de Vries, Charissa Andringa, Jim Klooster, Roberta Rutigliano, Claudia Yamu, Xiaolong Liu, Arjan van den Assem (DoE), Cheyenne Raskeyn, Merel Flap

FB: Oscar Couwenberg, Esther Marije Klop,

Absent

FC: Anne-Marel Hilbers, Tialda Haartsen, Sacha Verhulst

Minutes taken by
 Eliza van der Ploeg-Bout

Last minutes (28 May 2019) approved
 Yes, with changes

Landleven 1
 9747 AD Groningen
 The Netherlands

1. Actions

Number	Who?	What?	When?	See point
20190212-5	Weitkamp	Discuss further with DoE about improving the resit.	After accr.	
20190528-3	Couwenberg/ Rutigliano	Contact about proceeding in Internationalization		4.2
20190709-1	Weitkamp	Mail revised text of article 14.2 Faculty Regulations to FB	asap	3.1 Procedure replacing voting/elections PC
20190709-2	Couwenberg	Formalize increase effort hours PC and FC in TVM 2019-2020.	In FB next week	3.2 Effort hours representative bodies
20190709-3	FC members	OER GMW Ma Lerarenopleiding Aardrijkskunde by email	asap	3.3
20190709-4	Weitkamp	Memo/proposal for DoE about improving Digital Skills in 2019-2020.		4.3
20190709-5	FB	Memo indicators and planning Quality Agreements	17-9	
20190709-6	Weitkamp	Letter for BotU concerning Personnel	asap	

2. Finished actions:

20190528-1: In a letter, the FC has given their opinion to the Board about spending study advance funds 2018.

20190528-2: The FC has made an alternative procedure for appointing staff and student members for the Programme Committees academic year 2019-2020 as replacement for elections (see Faculty Regulations article 14.2), see also 3.1.

20190528-4: The FC has written an advice memo to the DoE about grading on Nestor with regard to the privacy rules.

20190529-5: Klop has mailed with the DoE about organizing a briefing for PC student members about the TER. At the start of the new academic year, an introductory meeting for all PC members will be organized about rights and obligations of the PC/quality control. However, it will be difficult to convert the table, made by the inner city, with right of consent and/or advice by the PC and FC based on subject into a table based on article. The DoE advises not to change the way of discussing the TERs.

3. Decisions/Advice

3.1 Procedures replacing election PCs

Decision: The FC agrees upon the revised selection procedure for appointing student and staff members of de PC with the following addition:

Add sentence: The Faculty Board appoints the PC staff and student members.

Weitkamp mails the final text to the FB.

3.2 Effort hours representative bodies (FC and PC members)

Decision: The FC agrees with the proposed raising of the effort hours for PC and FC.

The Faculty Council has asked the Faculty Board to reconsider the number of hours dedicated to work of staff members for the FC and PC in the TVM (Taakverdelingsmodel) 2019-2020. The FB proposes to increase for FC: member - 30h; chair - 50h. For PC: hours are only slightly increased. Next year evaluation based on efficiency.

Couwenberg formalizes this in the faculty board meeting of next week.

3.3 Teaching and Examination Regulations

Note 1: The 'OER GMW Ma Lerarenopleiding Aardrijkskunde' (joint programme) is not included and will be sent afterwards. Agreed is to give consent by email (1-9 at the latest).

Note 2: Below are mentioned the proposed changes. Comments and discussions that didn't lead to text changes/additions are not listed.

TERs bachelor programme:

3.3.2: No change in TER, but an explanation of the term 'different language' will be added in the Lecturer Handbook. The supervisor will take the quality control into account before agreeing to the use of a different language.

9.4.c: 'There will be no more than two opportunities a year to sit examinations.' change into: 'There will be two opportunities a year for each course to sit examinations.'

9.17.2: in TER no reference to 'your'. 'your own work' change into 'the students own work'.

10.4: Honours ('Cum Laude'/'Summa Cum Laude'): for discussion (also in PC) next academic year. No change in text of TER.

General remark: all conditions should apply to all TERs, so one article with all the conditions.

TER RES

4.9.1: 'statement' change into 'feedback upon request'.

TER EIP/SSP

1.2: in the list of definitions is mentioned a track although not all programmes have a track. Some have a specialisation. DoE will include everywhere specialisation. However, for consistency in the definitions in all TERs a track will be mentioned, even if the programme has no track.

With the above mentioned comments and changes, the Faculty Council has agreed upon the TERs. DoE will adapt the comments and then publish the TERs on Nestor.

4. For information

4.1 Change in cycle Progress report AMD (Arbo, Milieu en Duurzaamheid)

For information received. No comments. AMD-reports will be provided at the start of a new calendar year instead of in autumn.

4.2 Progress report CFO (Centrale Facilitaire Organisatie)

For information received. No comments.

4.3 Update FC subcommittees

Digital skills: In June there was a meeting to discuss the digital skills of students.

Weitkamp will come up with a proposal to be discussed with the DoE. For next year.

Action

4.4 Study Advance Funds / Quality agreements

In a meeting organized by the Committee Quality Agreements on 2 July, the procedure of the QA has been discussed, along good indicators and a schedule. The planning is very tight and also it proved difficult to get good indicators of outcome. FB will make a memo for the FC meeting of 17 September. Suggestion of the FC is to see which role the PC could have (if PC effort is required, check with DoE).

4.5 Housing

After several workshops with the architect, a preliminary plan has been presented to the project group. After the summer, a presentation for all colleagues will be organized. After presentation to the 'Stuurgroep' and Executive Board, a tender will be send to a new or to the existing architect for the actual drawing.

4.6 CONFIDENTIAL – Personnel

Weitkamp will write a formal letter for the Board of the University.

Next meeting 17 September 2019.