



minutes

Meeting Faculty Council (FC)

Date and time

14 December 2021, 13:30-15:00

Reference

final

Eliza van der Ploeg-Bout

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Present

FC staff: Gwenda van der Vaart (chair), Roberta Rutigliano, Dimitris Ballas, Annet Kempenaar, Emma Puerari

FC students: Merle von Barga, Zuzana Chlebecová, Frenk van Stipriaan, Anna Wieringa, Rosa ter Haar

FB: Johan Woltjer (later), Marga Hids, Hanne Punt

Others: Fleur Bogema (Ibn Battuta); RECG

Landleven 1

9747 AD Groningen

The Netherlands

Absent

Tialda Haartsen (absent with notice)

Minutes taken by

Eliza van der Ploeg

Last minutes (2 November 2021) approved

Yes, with one change

1. Actions

| Number | Who? | What? | When? | See point |
|------------|--------------------------|--|--|-----------|
| 20211102-1 | Woltjer | Check with DoE the resit procedure in case of a positive result Covid-test (no grade restriction and possible 3 rd option?) | 25-1 Done | |
| 20211214-1 | Hids | Provide overview of distribution of professors per department and programme. | 25-1 Impossible to do it. Per department,, but not per programme. SO done. | 6 |
| 20211214-2 | FB | Send vision/proposal about 'schools' to FC. | When ready. Done. | 4.c |
| 20211214-3 | Hids | Discuss with Communication a social media 'campaign' or contact Ibn Battuta on stimulating students to follow Covid measures for safety (perhaps include a reminder for using the Corona check app). | There is already so much. Imre/Marga could not come up with more. Perhaps posters. Dimitris will contact Imre with his suggestions. | 7 |
| 20211214-4 | Hids | Arrange an emergency microphone at the reception desk Duisenberg for online lectures. | Next time. | 7 |
| 20211214-5 | Van der Vaart/ ProGeo | Notify Van Dijk/GUF that feedback on why any application has been rejected is necessary. ProGeo passes the information on GUF to Ibn Battuta for stimulating students to apply. (Done) | Done. Got numbers from GUF. 18 in total for 3 years. Students are aware. Among staff room for improvement. Board will notify staff Johan eerst overleg Paul. | 10.a |

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2. Finished actions:

20211102-2: ProGeo has contacted the coordinator about students changing from the Ba-programma HGP to SPD. The coordinator gave some insight. According the coordinator it is not worrying/urgent at the moment, but it will be looked at.

20211102-3: Woltjer has contacted the DoE about sending an instructive message to lecturers not to plan any activities on 23/24-12. 24 December has been cleared.

20211102-4: Ballas has contacted Meijering about organizing a Diversity Day (in March). A meeting for 15-12 has been planned.

20211102-5: The FC has brainstormed about improvements in the context of harassment in academia and comes with some suggestion under item 10. Any other subject.

20211102-6: The FB has put the supervision of the PhD's half-yearly on the agenda of the chair meeting.

20211102-7: The FC has discussed the proposal for a Teaching Academy FSS in the pre-meeting and formulates some suggestions for the FB (see 10. Any other subject).

3. Decisions/Advice

| Number | Subject | See point |
|------------|--|-----------|
| 20211214-a | <i>Planning academic year:</i> The FC advises the board to look at the planning of resits at FSS. | 8 |

4. For information/received documents

- a. **Council's meeting 25-11 update:** Although hybrid working and work pressure were on the agenda, in the end there was hardly any new information on or discussion about these subjects.
- b. **Programme Committee meetings update:** Main discussion point has been poor performance of first year students (especially in Urban Planning). However, this has been taken care of. Coordinators have organized with students to look into it whether it is a course, faculty, university or national problem (FB notes that the DoE is also looking into this). No further action is required from the FC. It is related to point 7 of the agenda (see 9. Comparison success rate S1a with last year). An overview with numbers of other faculties is not (yet) available.
- c. **Report administrative meeting 24-9:** The annex is for information, which the FC appreciates receiving. There is no progress about any future plans for Zernike West. However, the "kas" will be build and hopefully be ready in April. In the meantime FSS can use the coffee corner and some lecture rooms in another building.
About the 'schools': The FB will send their vision/proposal to the FC. The timeline is not yet known. More information follows.
The FC inquires what is meant with the term 'long term students' in the document: FSS has a lot of students who do more courses than they have to do. For students, this is not a problem, but lecturers have to do extra work and the faculty only gets paid per student. So this is something the FB has to think about with regard to work pressure.
- d. **Financial report 3rd quarter:** The annex is for information and the FC appreciates the transparency of the FB. There are no comments or questions. Congratulations to Ballas for obtaining the grant.
- e. **Action points Strategic Plan FSS:** The annex is for information.

5. Concept minutes of 2 November 2021

Correction: Page 3, point f, point 2: 'laps' change into 'labs'.
With this correction the minutes are approved.

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6. New career staff development policy

The FC discusses the policy document. One question is about the ratio professors – students. At the moment FSS has about ten/eleven full professors and about 1100 students. For the next meeting, Hids provides an overview about the distribution per department and programmes.

The FB explains that a normal career track takes about three or four years. However, more is never a problem. This is like a minimum with exceptions possible. The aim is that someone has experience for some years.

The FC would like to know if the board has a preferred ratio for employees choosing for an education track. The FB has no preference and there is no limit. It depends wholly on the staff member(s). Note that there is no education track abroad.

The FC notes that there is a layout error in page 10.

The FC inquires about the relationship of adjunct professors to associate professors. The FB explains that when FSS doesn't employ any tenure track staff anymore, then there are no more adjunct professors. So for the future, there will be no more adjunct professors unless in a special case.

Suggestions of the FC:

- a. The FC suggests to add a table with UFO-profiles (with numbers) and perhaps an appendix with explanation.
- b. As the performance bonus is kept confidential, the FC advises the FB to consider sharing who (and why) received a bonus in the context of 'Erkennen en waarderen'.

The policy has been discussed with the head of departments and will be shared on intranet. The implementation is before the next R&D interviews.

7. Covid-19 measures & safe work environment

The FC discusses the COvid-19 measures and how to create a safe work environment. There are general instructions supplied by the university, however these are sometimes difficult to enforce, especially in the ateliers classes and tutorials.

The FC suggests better communication to students that it is important to follow the instructions, to stress that the pandemic is severe and the precautions are necessary for keeping education in-person. Students are more concerned with mental health than with physical health and safety. Furthermore, perhaps disinfect can be arranged at the lecture rooms. Sadly, it is not possible to have self-tests available on site in case of necessary.

As information by email is not always remembered by students, perhaps the FB could ask Communication to have some social media 'campaign' or work together with Ibn Battuta on this (action Hids). A reminder for using the Corona check app could be included.

Following a case in the Ma RES programme the FB informs the FC that they cannot enforce lecturers to lecture in-person at the moment.

Aside: Rutigliano advises that the reception desk at Duisenberg has an emergency microphone available for quest lecturers lecturing online. Hids will check this.

8. Planning academic year

The FB comments that it is a good initiative of the YAG to make this report. Apparently, some feel like there is a problem with the (UG) academic year, as it has come up several times in different groups. Now, it is taken up centrally. FSS contributes to the discussion in COS for identifying options and implementing improvements. FSS aligns with other faculties so students can do minors and follow other courses. The current schedule has been developed to enable every student to study at other faculties. Within this schedule, each

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faculty has some freedom in planning. The FC advises the board to look at the planning of resits at FSS.

9. Comparison success rate S1a with last year

The FC has discussed the poor performance of first year students. This has been taken care of and no further action is required from the FC. The FC wanted to compare the success rate of S1a with last year per faculty. However, an overview of numbers per faculty is not (yet) available, only hearsay. The annex included is of FSS only.

10. Any other subject and closure

- a. **GUF:** The FC has received a letter of Jouke van Dijk (member Supervisory Board of GUF) about the minimal number of applications for GUF in 2020 and whether the cause is known. FB has not much information about this. Only one application is known. Both Puerari and Rutigliano have submitted before, but were not selected. Both received no feedback on why. The same applies to Ballas. Van der Vaart will notify Van Dijk/GUF that feedback on why any application has been rejected is necessary. ProGeo passes the information on GUF to Ibn Battuta for stimulating students to apply.
- b. **Brightspace:** The FC notes that there are concerns among lecturers about the archive on Nestor when data is transferred to Brightspace. The FB assures that this is part of the test pilots of Brightspace.
- c. **Brainstorm/suggestions for improvement about harassment in academia:**
The FC has discussed this in the pre-meeting and formulated some general recommendations for the FB:
 - Have a zero tolerance policy and communicate this on every occasion possible.
 - Also, as it is not really clear what is already available about this subject, this could be part of the communication.
 - Continue taking this seriously and try to pick up signals that not come up via the heads of department etc. Perhaps have direct contact with the PhD community about this. Be aware of non-verbal signals.
 - In the next meeting Carolijn Winnubst (Ombudsperson) is visiting. Perhaps she could give her opinion on the FSS code of conduct (mentioned in the report of the Administrative Meeting).
- d. **Suggestions FC about Teaching Academy FSS:**
 - Archiving any knowledge is important (especially when somebody leaves).
 - Perhaps involve students as they are on the receiving end of education.
 - The FC appreciates that all teaching staff was invited for the brainstorm meeting. The four focus points, mentioned in the minutes of last time, will be discussed later on.

The next meeting is Tuesday 25 January 2021 with Carolijn Winnubst (Ombudsperson) as guest.