



minutes

Meeting Faculty Council (FC)

Date and time

19 April 2022, 13:30-15:00

Reference

Final

Eliza van der Ploeg-Bout

T +31 (0)50 36 33898

e.s.van.der.ploeg-bout@rug.nl

Present

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

FC students: Zuzana Chlebecová (chair), Merle von Bargen, Frenk van Stipriaan, Anna Wieringa

FB: Tialda Haartsen, Marga Hids, Hanne Punt

Others: Fleur Bogema (Ibn Battuta); RECG

Landleven 1

9747 AD Groningen

The Netherlands

Absent with notice

Johan Woltjer, Rosa ter Haar

Minutes taken by

Eliza van der Ploeg

Last minutes (8 March 2022) approved

Yes, without changes

1. Actions

Number	Who?	What?	Dead-line?	See point
20220308-5	Woltjer Students	Check whether grade cap on resit will be reinstated and in how many courses it is used with DoE. [19-4: Haartsen checks]. [31-5: in general ass policy. Grade cap can be usefull for essays/papers/assignment. At the moment also allowed for exams. So allowed for certain courses. FB is making inventory where it is used. Philosophys. It is FC policy for 8 years now and also uni policy. In current policy it is up to lecturer. FC could propose to change it for fss than should be changed in ass policy. It should be in course guide. In actual case of students could be taken up with BoE. Mental note for future assessment policy (is once in 6 years). Arjan explains policy and vision behind. Bring it up in programme committees. [19-4: Von Bargen notes that there is an actual case now. The regulation is unclear and the communication to the students was late.]		7a
20220308-6	Woltjer	Forward suggestions about alignment and deadlines in 2 nd year to DoE. [31-5: action to coordinators].	Done.	7b
20220419-1	Haartsen	Students would like to have evaluated the whole workload of a semester. As this cannot be added to the course evaluation form, perhaps the coordinators could take this up. (action 20220308-7) [also in pc; arjan: not going to evaluated per semesters. Arjan's advice is to take this up with PC as panel. Not feasible to organize by progeo.	done	2

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Action

		ProGeo in discussion with Erik how students join when/hwer Curriculum is 3 year. Too late. Perhaps per year. Therefore with coordinators. (ask Merle what she agreed with Erik. Done. Meet up with erik.		
20220419-2	Haartsen	Communicate to lecturers that (complete) archive of Nestor will be transferred to Brightspace (action 20220308-8).	Done.	2
20220419-3	Haartsen	Checks with DoE whether any action should have/has been taken on the revised Assessment Policy. Arjan: at the moment it is on nestor. A lot of bureaucracy. It is updated. Most of what we do is already in lign with it. New: -assignment -much bureaucracy. Arjan: is looking what is necessary. Equip session about feedback. But not every feedback should be connected to grade.	Done.	4a
20220419-4	ProGeo	Email Erik Meijles about students joining EQIP-sessions. Done.		4b
20220419-5	FB (? – Education Office?)	Compile and communicate overview of suitable rooms/locations for active learning to lecturers. Latend staan: toevoegen aan lecturer handbook.	Net yet.	4b
20220419-6	Hids	Communicate by intranet notice that a work place assessment at home is possible. [marga: is talking iwht helath safety off and looking what is possible. Also for next point.	Done.	5
20220419-7	Hids	Notify the central office to include 'a socially safe working environment' as subject into the format of the progress report Health, Safety and Sustainability for next year.	Doen.	5
20220419-8	ProGeo	Make an advice memo about a new schedule for the academic year/semester (like FEB) & check beforehand with DoE.	Done.	7
20220419-9	Von Bargaen	Email Education Office about grades published on Nestor with student info.	Done.	8

2. Finished actions:

20220308-1: Van der Vaart has contacted GUF to get feedback on why past applications of FSS have been rejected. Due to privacy regulations GUF cannot reveal information about individual applications. Van der Vaart has forwarded their email to the staff concerned so they can get the feedback themselves.

20220308-2: Hids has contacted Pieter Zandbergen about the computer capabilities in computer labs (for f.e. GIS) and he will take care of it.

20220308-3: Hids has contacted the study advisors to make sure housing issues are addressed in welcome mail to students. Also, from the central office extra notifications will be send.

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Action

2020308-4: Hids and the Educational Team have organized coffee moments aiming to get students back to campus together.

2020308-7: Students contacted the DoE about adding a question about the workload in the programme to the course evaluation form. The DoE preferred to keep the course evaluation about the course and to not include a question about the programme. Also, otherwise the form will be too long. He suggested ProGeo organizes focus groups. However, this is not feasible for ProGeo. Haartsen suggests this being taken up with/by the coordinators (action Haartsen?).

2020308-8: Kempenaar comments that the archive of Nestor will be transferred to Brightspace. However, this is not clear for all lecturers. Action Haartsen: send email.

3. Decisions/Advice

Number	Subject	See point
20220419-a	Progress report Health, Safety and Sustainability Decision: the FC expresses a positive opinion about the report. For next year, the Faculty Council advises to include also the subject 'a socially safe working environment' into the report.	5

4. For information/received documents

a. Revised Assessment Policy (for information):

Usually such policies are directed to the DoE and he communicates any changes to the rest of the staff. Haartsen checks whether any action has been taken.

b. Memo blended learning final (for information):

The FC notes the following:

- the student perspective is missing;
- of the three phases mentioned, students do not like the high impact blend (=fully online).

The FB notes that this a university policy. For FSS the FB aims to recreate the campus culture. The education will be blended with a strong focus on in-person education.

To better include/involve the students, PC students members could join the EQIP sessions, in which lecturers are discussing innovative/blended learning (action: ProGeo mails Erik Meijles about this and to offer suggestions).

Puerari notes that in EQIP meetings, many lecturers indicated that although they would like to participate in active learning, they are experiencing difficulties with reserving suitable rooms. Almost all suitable rooms have been reserved for design classes, so extra infrastructure is needed. Hids comments that the FB would like to solve this issue, however housing is together with FEB. Hopefully, the Equator ("kas") is a solution for the short term. For the long term, the FB is still talking with the executive board. Perhaps an overview of suitable rooms/locations applicable for active learning could be communicated (action: FB?).

c. Concept minutes of 8 March 2022: The minutes are approved without any changes.

5. Progress report Health, Safety and Sustainability

The FC discusses the report and has the following comments/questions:

- Page 4, point 3.2: work place assessment at home is possible. Is this known? Perhaps an internet notice could be send [action: Hids].
- Page 6, point 6.7: what is the example FSE about? Hids explains that it is necessary to know who is in the building after office hours and how the registration at FSE is organized. For FSS it is still to be determined. Van der Vaart expresses the wish to keep any administrative necessities to a minimum.
- Page 7, point 7.5: the sentence 'The working from home advice has been eased.' is outdated.

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Action

- Page 7, point 2: Energy consumption: The university is becoming greener. What is the plan for FSS? There is a central organized task force of specialists and they will join the faculty to advice. FB is aware and will take this up.
- Page 10, point 3.2: the number of health checks for staff are decreasing. This is probably because of Covid.

The Faculty Council expresses a positive opinion about the report.

For next year, the Faculty Council advises to include also the subject 'a socially safe working environment' into the report (action Hids: notify the central office to change the format for next year).

6. Vision for education for the upcoming block 2B

Haartsen and Chlebecová joined an information meeting about education in the upcoming block 2B. Both agreed that it was not very clear for lecturers and students. There was a lot of discussion and brainstorming, but sadly not much that would be implemented. More guidance and better communication should be applied.

7. Planning of resits

This is a recurring discussion connected to the report A smart academic year of the YAG. ProGeo suggests to follow the schedule FEB has introduced: 7 weeks lectures, 2 week exam, 1 week resit. Action: ProGeo makes an advice for the next meeting and checks beforehand with DoE.

Added to agenda: Grades published

Von Bargaen notes that a lecturer published a grade overview as an Excel list with only the last 5 numbers of the student number. However, as the students work together in assignments it is easy to know the student number of each other. This probably has been a mistake. Von Bargaen mails the Education Office.

8. Any other subject and closure

The next meeting is Tuesday 31 May 2022. The chair closes the meeting.