



# minutes

## Meeting Faculty Council (FC)

Date and time

20 June 2023, 13:30-15:00

Reference

Final

Eliza van der Ploeg-Bout

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Present

FC: Gwenda van der Vaart (chair), Dimitris Ballas, Annet Kempenaar, Harm Verbeek, Aidan McClements, Penda Jobarteh, Csenge Kunos  
FB: Johan Woltjer, Nienke Bastiaans, Hesther van Rossem, Julia van Wijk

Others: Ibn Battuta, RECG,

New board ProGeo: Diana Velea, Timothy Laukens, Jovan van den Berk, Paulo Cigarro

Absent with notice

Gunnar Mallon, Arjan van den Assem

Minutes taken by

Eliza van der Ploeg

Last minutes (25 April 2023) approved

Yes, without changes.

Landleven 1

9747 AD Groningen

The Netherlands

## 1. Actions

Number	Who?	What?	Dead-line?	See point
20230425-2	Van der Ploeg	On agenda 19-9: participation of FC-member in committee Progress Report Health & Safety	19-9	6
20230620-1	Van den Assem	1. For several times this year evaluation forms were not in time available. Why/solved? 2. Is it possible to add a question on the evaluation form about which master a student follows?	By email before summer?	4a1
20230620-2	ProGeo/FB	Mail overview of cases late grading to FB, for discussion in FB meeting and with departments.	By email before summer?	4a3
20230620-3	Van der Vaart FB	Mail example course recording to FB. Is it possible to improve sound quality/recording?	By email before summer?	4a4
20230620-4	Van den Assem	Communicate again to lecturers that it is possible to have student assistant cut the video recordings of the lectures.	Start academic year	4a4
20230620-5	Van den Assem	FSS will change the admission text on the website: more clear and with more countries listed from which students can ask for exemption of the language proficiency test. Discuss the list of countries with the central Admission Office (for next year change). The FC would like to know why some countries have been listed and others not (criteria).	a.s.a.p.  Autumn	5
20230620-6	Van den Assem?	Students should know that they can go to a study advisor or confidential advisor. Perhaps this could be communicated in courses at the beginning of year.	Start academic year	6

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20230620-7	Van den Assem/Meijles	Communicate further to lecturers that for upcoming year relieve of work pressure will be aimed at by disburdening workload/running of programmes and efficiency measures.		7
20230620-8	ProGeo	Take up portfolio building in design course SPD with the SPD coordinator. The PC SPD could put it on their agenda in July.	PC meeting July	8

## 2. Finished actions:

**20230425-1:** Bastiaans comments that the Active Bystander training will be open for all active students of study associations, student members of the FC and student assessor. They will receive an invitation. Concerning the request of more pro-active measures for enforcing the non-smoking policy, Bastiaans informs the FC that in practice this is quite difficult. There is staff who check compliance with the policy, but they cannot send people away and there are no consequences like penalties possible.

**20250425-4:** Bastiaans forwarded the request for more food and more vegetarian/vegan options in the Equator. Also the lighting and blinds should have been improved.

**20250425-5:** The FB has discussed with the department chairs and HR the equal and clear implementation of rules for promotion. In the next round of R&D meetings, a new R&D form will be used, which will hopefully contribute to more equality.

## 3. Decisions/Advice

Number	Subject	See point
20230620-a	The Faculty Council approves of the TER BSc & MSc 2023-2024. The FC advices for next year to change the list of countries from which students are exempted from doing a language proficiency test.	5

## 4. For information/received documents

### a. Update PC's

- For several times this year evaluation forms were not in time available which caused much inconvenience and PC meetings being rescheduled. This will be discussed with Meijles/Van den Assem. FB will report back [action].
- ProGeo suggest adding a question on the evaluation form. Question 1 is about which programme a student follows, but it is also good to know to which master a student is enrolled. FB will check with Van den Assem whether this can be added [action].
- Across the faculty there have been several cases of late grading in which the period of 10 working days has been exceeded. ProGeo did a survey and two formal complaints were issued. Especially for the masters this is a problem, because the preparation time for the resist is shortened due to the late grading. ProGeo advices to make policy for the required time between publishing grades and the resit. FB would like to have the overview of ProGeo for discussion in FB meeting and with the different departments [action].
- Concerning microphones in lecture rooms/recordings: the sound quality is not good anymore. First the recordings were affecting the privacy, but now the sound is also not good anymore: literally every noise is being recorded and the microphones are not connected. Van der Vaart has a good example of her own course. The FB would like to receive a clip of recording or a course name for hearing an example [action].

Note: not all lecturers are aware of possibility to have student assistant cut the video recordings of the lectures, so perhaps this could be communicated again [action].

Deadlines actions: if possible for FB, please report back by email before summer to FC/ProGeo.

## b. Update Faculty Board

The FB mentions:

1. Introduction of Julia van Wijk, new student assessor;
2. Successful reaccreditation of ReMa programme;
3. The Faculty received approval for a new track in EG;
4. Representation of Faculty in Jantina Tammes school;
5. More financial issues for faculty and university: on 19-9 the Budget is on the agenda.

- c. **Council's meeting 8 June 2023:** Verbeek and Jobarteh were present. Main discussion item: centralized scheduling. This will not impact FSS, as the Faculty is already working together with FEB. Also discussed was 'Terug in Balans'. FSS has few courses that have less than 20 students and the Faculty has no plans to look at course size for probable cuts.
- d. **Financial Report Q1:** Housing expenses more than anticipated and will raise even more due to energy costs. Ballas mentions the possibility to economize on electricity costs by looking at lights etc. According to Bastiaans this was also discussed in the Economizing Committee. However, after looking into it, it turns out electricity usage is difficult to change. Other questions are answered by Bastiaans.
- e. **Annual Report Ombudsperson:** Discuss with point 6 Social Safety. See below.
- f. **Concept minutes 25 April 2023:** The minutes are approved of without any text changes.

## 5. TER BSc & MSc 2023-2024

The Faculty Councils comments on the list of countries from which students are exempted from doing a language proficiency test. The list is extended with island countries and sub countries. However, this list is still discriminatory. Although the Faculty Council understands that it cannot be changed in this TER, the issue should be discussed with the central Admission Office. FC would like to know why some countries have been listed and others not (criteria).

Important is that students can ask for exemption. However, many applicants don't know that. This should be stated more clearly on the website (more countries could be listed on the website). FSS will change the admission text on the website [action].

Advice FC: for next year it should also be changed in the TER. Suggestion is to focus on secondary education in English, as this is easy to check in admissions.

The Faculty Council approves of the TER BSc & MSc 2023-2024.

## 6. Social Safety

The FB thanks the FC for their input (memo), which is much appreciated. Key thing: communication about social safety on faculty and university level is going on.

The FB intends to appoint someone informal for staff to turn to with questions or for advice besides the confidential advisor and ombudsperson (who are more formal).

Students should also know that they can go to a study advisor or confidential advisor.

Perhaps this could be communicated in courses at the beginning of year [action?].

Other suggestions/actions:

- Discuss the reporting system further in a new diversity day so staff knows the procedure/what will happen.
- Due to privacy regulations, further developments of a case are often not known. However, although details cannot be given, sometimes for staff it is good to know that actions have been taken.

## 7. Input from staff

- 1) Concerning the staff capacity of the faculty and the current TVM: how does the FB wants to deal with the workload? The last two years the solution to lessen workload pressure was to hire extra staff. For the upcoming year (due to the budget) the FB is looking more at disburdening workload/running of programmes and efficiency measures (although efficiency should not influence quality of education/courses). Informally this message has been spread. Van den Assem/Meijles take the lead in communicating this further [action].
- 2) Two other items are postponed to next time.

## 8. Input from Pro Geo

Students have indicated to ProGeo that they would like to make a portfolio in the design course SPD. Is it possible to implement this? According to Kempenaar the design courses have group assignments and a portfolio should be one's own, personal work. For next year, there could/will be a pilot/test and information on how to build up a portfolio in the lectures. Students will be made more aware and provided with necessary tools. Van der Vaart suggest that next year ProGeo and the coordinator of the SPD programme take this up. The PC SPD could put it on their agenda in July [action].

## 9. Internationalisation

The Dutch parliament discussed with the Minister of Education the internationalization of higher education. This discussion may (have) cause(d) worries, both personally and professionally, especially amongst international staff members. The Faculty Board has sent an email to make absolutely clear that the diversity of and within FSS remains essential. In the coming months the FB will work together with the executive board of the university on this. First, facts will be checked. It is expected that coming week an announcement by the University Board will be published.  
To be continued.

## 10. Any other subject

No other comments.

## 11. Closure and date next meeting

The chair thanks the student members for their input and efforts of last year and wishes everyone a nice holiday.

The next meeting is 19 September 2023.

The chair closes the meeting.