



minutes

Meeting Faculty Council (FC)

Date and time

19 September 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, Gunnar Mallon, Saskia Enuma, Zeqiang Pan, Diana Velea, Timothy Laukens, Jovan van den Berk, Paulo Cigarro

FB: Johan Woltjer, Nienke Bastiaans, Hesther van Rossem, Julia van Wijk

Others: Ibn Battuta, RECG

Landleven 1

9747 AD Groningen

The Netherlands

Absent with notice

Minutes taken by

Eliza van der Ploeg

Last minutes (20 June 2023) approved

Yes, without changes

1. Actions

Number	Who?	What?	Dead-line?	See point
20230620-2	Pro Geo/FB	Mail overview of cases late grading to FB, for discussion in FB meeting and with departments. [19-9: Not yet done. Pro Geo will discuss this first with the rest of the FC to get a grip on the problem.]	No deadline.	4a3
20230620-5	Van den Assem	Find out the criteria why some countries have been listed in the TER and others not for getting exemption of the English language proficiency test.		
20230919-1	Van der Vaart	Notify the Executive Board by the end of the week of the FC opinion about the Budget 2024-2027.	22-9	5
20230919-2	Van der Ploeg	Invite new GS director and perhaps also PhD Council to brainstorm about the increase of teaching workload of the PhD employees in relation to the aim to reduce the PhD completion time and policy about extension due to personal circumstances.	12-12?	5/9
20230919-3	Bastiaans	Appendix 4 of the budget is in Dutch. Ruben (the financial controller) will notify the one in charge to see whether this can be translated in English next time.		5

2. Finished actions:

20230425-2: Van der Ploeg added to the agenda of 19-2023 the participation of a FC-member in the committee Progress Report Health & Safety.

20230620-1: Van den Assem has had a meeting with ESI about the evaluations last year. Several times the course evaluations were not in time available for the PC to be discussed in their meeting. ESI explained that last year they had trouble with the transfer in Blue to a new version. Also, the group to process the course evaluations consisted of almost only new employees. And lastly, they had problems with the processing as there were different sets paper and online evaluations. ESI has solved the problems and this year the course evaluations should be

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available within the allocated 10 working days. The Education Office has made an overview of the process so secretaries of the PC can follow it. Furthermore, Van den Assem comments that is indeed possible to add a question about which master the responder follows, however, due to privacy rules this will be a general question on the evaluation form.

20230620-3: Van der Vaart hasn't sent her course recording to the FB as the sound turned out to be good. Hopefully the sound quality of the lecture recordings stays good. If not, an example will be sent.

20230620-4: Van den Assem has communicate to lecturers that it is again possible to have student assistants cutting the video recordings of the lectures. It's very disappointing that this will probably be the final solution. After an investigation, it turns out that no further action is required but notifying students that everything in the lecture rooms is being recorded.

20230620-5: Van den Assem informs the FC that the faculty has changed the admission text on the website, so that it will be clear for students that they can ask for exemption of the English proficiency test when English is their first language. The issue has also been discussed with the central office. Van den Assem explains why some countries have been listed and others not.

20230620-6: Van den Assem informs the FC of all the different ways students have been/will be informed that they can go to a study advisor or confidential advisor with anything that is related to social safety. This should be sufficient.

20230620-7: Van den Assem has communicated to lecturers that for the upcoming year relieve of work pressure will be aimed at by disburdening the workload/running of programmes and via efficiency measures.

20230620-8: Pro Geo has not yet discussed the portfolio building in the design course SPD with the SPD coordinator but will take this up with/in the PC meeting.

3. Decisions/Advice

Number	Subject	See point
20230919-a	<i>Decision: Appointment chair and vice-chair</i> The Faculty Council appoints Gwenda van der Vaart as chair and Timothy Laukens as vice-chair.	
20230919-b	<i>Decision: Budget FSS 2024-2027</i> The FC expresses a positive opinion about the Budget FSS 2024-2027 and would like to stay up-to-date and involved in coming discussions on how our Faculty can best deal with the evolving financial situation and future.	

4. For information/received documents

a. Chair and vice-chair upcoming year:

The Faculty Council appoints Gwenda van der Vaart as chair and Timothy Laukens as vice-chair. During the pregnancy leave of Van der Vaart, Dimitris Ballas will be interim chair and Roselinde van der Wiel will replace Gwenda van der Vaart temporarily as FC member.

b. Update PC's

Pro Geo comments that coming Friday is the deadline for the elections for PC members.

c. Update Faculty Board

The FB is exited about the innovations this academic year, for example the new tracks and double degrees, as well as the personal development/merit of staff. The FB is looking forward to interact with the FC and to keep the faculty strong together. This year there are 22 Bachelor students more than last year. Van den Assem mentions some other statistics.

d. Financial Report Q2: For information.

e. Concept minutes 20 June 2023:

The minutes are approved of without any textual changes.

Following the minutes (point 6, social safety), the FB informs the FC that a candidate has been appointed to be the informal contact person in the faculty for social safety issues. The

intended contact person is following a course and the exact role and procedure etc. will be written and communicated in time.

Following the minutes, the FB notes that an Active bystander training has been offered to selected students on 3 October. All Pro Geo members have signed up.

5. Budget 2024-2027

The Faculty Council discusses the budget 2024-2027 with the Faculty Board. The Faculty Board answers specific questions of the Faculty Council about the budget and explains the vision behind the measures that have been or will be implemented.

Some of the financial challenges as well as opportunities have yet to be further clarified, which makes it hard for the Faculty Board to come up with a fully complete and crystalized plan for achieving the budget. As a consequence, it is also hard for the Faculty Council to express clear feelings.

In general, the Faculty Councils feels that the suggested direction of the Faculty Board is credible. For certain points/measures it is still unclear how they will play out in practice, particularly in relation to non-budgetary aims and issues:

- the suggested efficiency measures in some courses in relation to the quality of education;
- the increase of teaching workload of the PhD employees in relation to the aim to reduce the PhD completion time [action Van der Ploeg: invite new GS director and perhaps also PhD Council to brainstorm about this and extension due to personal circumstances, see agenda point 9);
- and the expected drop of FTE between 2023-2027 (table 2) in relation to workload and the aim to have slightly higher student inflow over the upcoming years.

Side comment: Appendix 4 is in Dutch. Bastiaans (and the financial controller) will notify the one in charge to see whether this can be translated in English next time.

The Faculty Council would very much like to keep the conversation on the Faculty's (future) finances going. In this respect, the Faculty Council is happy to see that the suggestions of the Economizing Committee (EC), that was formed in the past year, were put to good use. When the EC meets again, Kempenaar and Mallon volunteer to join.

Conclusion: despite having some mixed feelings, the Faculty Council expresses in essence a positive opinion about the Budget FSS 2024-2027 and will notify the Executive Board by the end of the week. The FC would like to stay up-to-date and involved in coming discussions on how the faculty can best deal with the evolving financial situation and future. Throughout the year the FC would like to take up the discussion again and how to proceed.

6. Action plan FSS MTO survey 2023 summary

The Faculty Council has discussed the summary in the premeeting and has the following comments:

- The action points could be formulated more SMART
- Bursary PhD's didn't receive the invitation for filling in the questionnaire. They should be included next time, as they are also not included in the survey among employee PhD's.
- It is nice to see improvement/progress of the action points (e.g. making Equator nicer; fruit for staff).
- Workload is an ongoing action point.

7. Participation of FC-member in committee Progress Report Health & Safety

It turns out the committee is non-existent at the moment.

Next meeting Rosanne Tegels, the new Safety Prevention Coordinator of Zernike West will join the meeting, together with her colleague Gerard Boersma to introduce herself and Risk Assessment and Evaluation.

8. Smarter Academic year - pilot FSS Input from staff

The Faculty Council notes that it is good that the pilot is for all programmes. After discussion of the document, the Faculty Council has the following comments:

- 1) The second block might be problematic for students who want to take electives outside the faculty. The Faculty Board comments that the university is aware of this and the consequences have been accepted. Minors are not part of the pilot.
- 2) Study advice has some centrally sent letters (about BSA) for students which are sent on predetermined dates. Van den Assem comments that the University is aware of this and is looking for a solution.

The pilot is for four years and is based on national and university level. It is still being discussed how to go on and how to evaluate. The Faculty has not much say in the evaluation of the pilot.

On 28 September is an information meeting for all staff and on 5 October is a meeting with all the coordinators. Also, two EQIP meetings will be dedicated to the pilot.

9. Input from staff

Pan would like to signal to the FB that some PhD's are still struggling because of Covid-19. There have been three rounds of extensions and it has been emailed that there will be no fourth round. However, it is always possible to request extension due to personal reasons. It is noted that among supervisors there are questions about how to deal with personal circumstances. This will be discussed with the new director of the Graduate School [action]. Perhaps the PhD Council could make an overview of PhD's who expect delay.

Due to time restrictions other items (faculty vision about AI in education/AI for spatial design) are postponed to next time.

10. Input from Pro Geo

Pro Geo would like to give students more information (based on the minutes) about the Faculty Council meetings. This is agreed upon. The minutes of the FC are public.

Due to time restrictions other points (introduction period, student well-being, visibility of Pro Geo among students, points Pro Geo would like to work on such as design portfolio and digital skills) are postponed to next time.

11. Any other subject

No other comments.

12. Closure and date next meeting

The next meeting is 31 October 2023.
The chair closes the meeting.