



# minutes

## Meeting Faculty Council

Date and time  
28 May 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, Anne-Marel Hilbers, Roberta Rutigliano, new board members ProGeo, Tess Tjokrodikromo (new student assessor)

FB: Esther Marije Klop, Tialda Haartsen, Sacha Verhulst

### Absent

FC: Xiaolong Liu, Claudia Yamu

FB: Oscar Couwenberg

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The Netherlands

Minutes taken by  
Eliza van der Ploeg-Bout

Last minutes (9 April 2019) approved  
Yes, without changes

## 1. Actions

Number	Who?	What?	When?	See point
20190212-5	Weitkamp	Discuss further with DoE about improving the resit.	After accr.	
20190528-1	Weitkamp	Give FC opinion to Board about spending study advance funds 2018.	Asap	3.2
20190528-2	Weitkamp/ ProGeo	Proposal for procedure of Appointment of staff members for the Programme Committee. ProGeo mails their procedure.	9-7	3.3
20190528-3	Couwenberg/ Rutigliano	Contact about proceeding in Internationalization		4.2
20190528-4	Weitkamp	Write memo to DoE about privacy rules/Nestor		3.4
20190529-5	Klop	Discuss with DoE about organizing a briefing for PC student members about the TER		

## 2. Finished actions:

**20190212-2:** The updated Rules of Procedure are on the agenda for approval.

**20190212-3:** (Process for the 10% in the Quality Agreements, suggestion of the Atelier/active learning). Update: The Real Estate Department has advised against using the funds of the Quality Agreements for building new/more atelier space for FSS. Rather, they see the ateliers as part of the plan for educational spaces in the new Mercator Building.

**20190409-1:** Weitkamp has mailed a detailed calculation for FC effort hours to the board.

**20190409-2:** Klop adapted/finalized the Faculty Regulations and Memo Career Perspective. The Faculty Regulations have been published on the intranet.

**20190409-3:** The students complaints about the Ma CG track Tourism have been discussed in the department Cultural Geography and in the Programme Committee with the DoE. Where possible, problems have been solved or action for improvement has been taken.

## Action

### 3. Decisions/Advice

#### 3.1 Rules of Procedure Faculty Council

*Decision: The Faculty Council approves the Rules of Procedure.*

The document will be finalized with the date of this meeting.

#### 3.2 Study Advance Funds 2018

*Opinion: The Faculty Council is positive about the spending of the study advance funds 2018 as proposed in the memo 19.0017 of 13 May 2019.*

The FC comments on the budgeting of a researcher. Klop explains this and, if still possible, will adapt the text to make it more clear.

#### 3.3 Programme Committee Elections 2019-2020

*Decision: The Faculty Council agrees with the board's decision to appoint the lecturer members of the Programme Committee instead of organizing elections.*

Student members of the Programme Committee are selected by ProGeo. However, for staff members there is no official procedure. In collaboration with the board Weitkamp will make a proposal. ProGeo mails Weitkamp their procedure.

#### 3.4 Privacy rules related to grades on Nestor

*Advice: Communicate to students that Excel-file is allowed and secondly, support lecturers how to properly use the grade center.*

Despite previous efforts, there is still misunderstanding about how to communicate grades to students (with regard to privacy rules). It should happen via Nestor, but sometimes it still happens differently. According to the DoE it could be done via the Nestor grade center or via an Excel file with the last 5 digits of the student number.

Weitkamp will make a short memo for the DoE.

### 4. For information

#### 4.1 Faculty Council Elections

The election results have been published on intranet.

Staff section consists of: Weitkamp, Rutigliano, Sturge, Yamu and Barzin with Liu as reserve candidate.

Student section consists of: Cawthorne-Nugent, Flap, Den Boer, De Rijke and Raskeyn.

#### 4.2 Update FC subcommittees

*Internationalization:* Rutigliano and Claus suggest organizing a workshop to raise awareness. Rutigliano has two contacts who could do this. Rutigliano and Couwenberg will have contact about how to proceed.

*Digital skills:* A meeting about digital skills in the bachelor programmes is organized for 6 June. Any additions or comments can be mailed to Weitkamp.

#### 4.3 Effort hours representative bodies

Postpone to next meeting.

#### 4.4 Housing

Klop updates the FC about the process for the master plan on Zernike West. Faculty members participated in card games to provide input.

#### 4.5 Briefing for students about TER

Request: PC student members would like having a training/briefing about the Teaching and Examination Regulations before these will be discussed in the PC meeting so they know what to look at/how to prepare.

A model TER with per article stated what is needed (consent/advice etc.) would be useful instead of a table on subject. Klop will discuss this with the DoE/AJBZ.

Next meeting 9 July 2019.