



# minutes

## Meeting Faculty Council

Date and time  
 29 October 2019, 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: Merel Flap (chair), Freddy Cawthorne-Nugent, Roos den Boer, Jelmer de Rijke, Cheyenne Raskeyn, Roberta Rutigliano (by Skype), Jodi Sturge, Samira Barzin, Tess ten Have (Ibn Battuta)  
 FB: Esther Marije Klop, Tialda Haartsen, Tess Tjokrodikromo

Landleven 1  
 9747 AD Groningen  
 The Netherlands

### Absent

FC: Oscar Couwenberg, Gerd Weitkamp, Claudia Yamu

Minutes taken by  
 Eliza van der Ploeg-Bout

Last minutes (30 September 2019) approved  
 After changes approved by email.

## 1. Actions

Number	Who?	What?	When?	See point
20190212-5	Weitkamp	Discuss further with DoE about improving the resit.	After accr.	
20190709-4	Weitkamp	Memo/proposal for DoE about improving Digital Skills in 2019-2020.		
20190930-4	Board	Zero tolerance action points	Ongoing	
20190930-7	Weitkamp	Suggestion about Geodienst for Strategic Plan -> Leoni van Ristock.		
20191029-1	ProGeo	Together with Ibn Battuta, in consult with DoE, make short announcement in courses/lectures for students about zero tolerance policy.		See 3.2
20191029-2	Klop	Reminder for Klop to put info about staff survey on Drive for student members.		See 4.5
20191029-3	Flap/Weitkamp	Write letter about personnel to BotU.		See 5
20191029-4	Weitkamp	Write letter to BotU about QA Phase II.		See 3.1

## 2. Finished actions:

**20190709-5:** The board has made a memo with indicators of and planning for the Quality Agreements.

**20190930-2:** See 20190709-5. Discussed on 22 October. There is no specific statement of the board about spending budget on digital skills, but is clear from the minutes and it is in the Quality Agreements.

**20190930-1:** The FC has given her positive opinion about the budget in a letter for the BotU.

**20190930-3:** Weitkamp has asked the writers of the letter concerning the zero tolerance statement to send it also to the Board.

**20190930-5:** The board has answered the questions about the Educational Minor in a memo.

**20190930-6:** Weitkamp has informed Lijst Calimero about the BAC-procedure for faculty board members.

**20190930-8:** Weitkamp has send a letter to the BotU about personnel.

## Action

### 3. Decisions/Advice

#### 3.1 Quality Agreements:

*Decision: The Faculty Council agrees with the memo Quality Agreements Phase II of the Faculty Board.*

#### 3.2 Zero tolerance policy

Update by Faculty Board:

- 1) The subject has been discussed in a formal meeting with the BotU. Furthermore, the dean has talked one on one with the president of the BotU about it.
- 2) The board consults HR about budget/funds and advice.
- 3) Communication: the board has published on intranet an announcement about the procedure for reporting harassment. Further measures that are being taken by the board will also be published on intranet.  
Both will be published on Nestor for the students.  
The importance of the subject, plans and procedures for reporting will also be on the agenda in the next meeting with the heads of department.
- 4) Information for students about the procedure for reporting harassment, information about the confidential advisor is on the second page in the student portal. It is agreed that this is difficult to find. The Director of Education (DoE) tries to get the same button (with link) as is on the intranet for staff. Furthermore, more attention should be given to the role of the study advisor.
- 5) Workshop 14 November by HR: the invitation has been on intranet and has been extended also to the heads of departments. This workshop is not mandatory. The workshops organized for FSS in January/February will be obligatory.
- 6) Workshops for FSS: these will be organized for January/February, parallel to an investigation about the situation in FSS. One does not exclude the other.
- 7) Examples of other universities (found by Sturge and Barzin) will be send to the board.

Action ProGeo/IBN Battuta: work together to make short announcement about this subject in the lectures/courses. Consult the Director of Education about this.  
Also, any complaints ProGeo receives from students will be communicated to the DoE.

### 4. For information

**4.1 Educational Minor:** The Faculty Council has received a memo from the Faculty Board in which the raised questions were answered.

**4.2 CFO / change process:** Weitkamp has already written a letter after consultation in the Faculty pre meeting. No advice has been given as the process does not affect FSS.

#### 4.3 Subcommittee Internationalisation

Rutigliano discussed the organisation of a workshop with the DoE. Date proposal: in spring.

**4.4 Subcommittee Mental well-being of students:** Klop re-informs the council that part of the 10% of the QA will be spend by the University on the well-being of students. No further update.

**4.5 Subcommittee Outcome staff survey:** Klop informs the FC that an overview of the outcomes of the last survey has been made, together with improvement actions taken by the board. This will be posted on intranet very soon. Also, an announcement/request to fill in the new survey will be published. Klop will put this on Google Drive for the FC student members.

**4.6 Subcommittee Digital Skills:** Weitkamp proposed to the board about allocating budget for digital skills. It is not directly clear from the budget that FB will spend on digital skills. However, the intention is now captured in the minutes and in the Quality Agreements.

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## Action

- 4.7 Housing:** According to Klop the current proposed masterplan of Zernike West is very expensive. Timing is an even bigger hurdle. When the Feringa building will be finished (expected in 2023) than this part of Zernike will be developed. To be continued.
- 4.8 Green Office Ambassador:** It turned out to be more of a student initiative, so this will be taken up by Ibn Battuta or Pro Geo.

## **5. CONFIDENTIAL – Personnel**

A formal letter for the Board of University will be written.

Next meeting **3 December 2019**.