



minutes

Meeting Faculty Council

Date and time
 19 May 2020, 13:30-15:00

Reference
 final

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Present

FC: Gerd Weitkamp (chair), Merel Flap, Freddy Cawthorne-Nugent,
 Roos den Boer, Jelmer de Rijke, Cheyenne Raskeyn, Roberta Rutigliano,
 Jodi Sturge, Claudia Yamu

FB: Oscar Couwenberg, Tialda Haartsen, Marga Hids, Tess
 Tjokrodikromo

Others: Peter-Jan Reinders (RECG), Tess ten Have (Ibn Battuta)

Absent

Landleven 1
 9747 AD Groningen
 The Netherlands

Minutes taken by
 Eliza van der Ploeg-Bout

Last minutes (22 April 2020) approved
 Yes, without changes

1. Actions

Number	Who?	What?	When?	See point
20190930-4	Board (Klop/Hids)	Zero tolerance action points: - make policy working document * - include information for lecturers in Handbook for lecturers and maybe an announcement on intranet so lecturers know about the zero tolerance policy information for students.	Ongoing.	
20200302-1	Van der Ploeg Sturge	On agenda: Draft policy Zero tolerance. Set up meeting with Working Group and mail some links.	30-6 In progress.	
20200302-2	Haartsen	Make brainstorm email for DoE, Pieter Zandbergen and lecturers about computer requirements for next year.	In progress.	
20200519-1	Couwenberg	Contact Education Office/Harteveld about informing students via lecturers/Nestor that students can also contact study advisors for 'minor' issues (f.e. stress related issues).		4.3.c
20200519-2	Board	Repeat notification about equipment and furniture for working at home.		4.3.d
20200519-3	Sturge	Mail examples of other universities about working from home.		4.3.d
20200519-4	V/d Ploeg	On agenda: Personnel faction FC	30-6?	
20200519-5	V/d Ploeg	Plan extra FC meeting end of August.		

2. Finished actions:

20200302-3: Weitkamp has discussed the amount of exams and digital examination with the DoE. He agrees that the amount of exams is increasing and should be discussed. However, due to Corona this is put on the agenda for next year.

20200302-4: Haartsen has discussed the evaluation of the new scholarship PhD's with GS. They will do this in autumn so the results can be taken into account for the decision about the scholarships next time.

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Action

3. Decisions/Advice

Number	Subject	See point
20200519-a	Relocation of Master Cultural Geography: The Faculty Council understands and agrees with the decision to hand over the programme Master Cultural Geography and its track Tourism Geography and Planning to Campus Fryslan within the constraints as mentioned in the document “Relocation of Master Cultural Geography”. A formal letter will be sent to the University Board.	
20200519-b	“Central Facilities Organization Plan” dated 30 April 2020: The Faculty Council expresses a positive opinion about the “Central Facilities Organization Plan”. A formal letter will be sent. [Note: in the document is mentioned ‘feelings’. This should be changed into ‘opinion’.	
20200519-c	The Faculty Council expresses a positive opinion about the “Progress Report Health, Safety and Sustainability 2019-2020” with three notes (see below).	4.5.

4. For information

4.1 Update Housing: Hids: Masterplan is on hold because of Corona. To be continued.

4.2 Update Research visitation: Haartsen: Report is in progress. In two weeks, a meeting with all staff is planned. Due to Corona, an alternative set up is being prepared for the panel evaluation in October (preference for holding online meeting instead of postponing the meeting). To be continued.

4.3 Corona:

- a) *Admissions of students:* on schedule, comparable to last year. Final enrolment numbers will be known only in September.
- b) *Hybrid education model:* Couwenberg: Sadly, much is still unclear. Faculty taskforce and coordinators are looking what can be done on campus -> depending on capacity of buildings and also depending on FEB. 25/30 % is probably the most what can be done on campus, so 2/3 or more will be online in first semester.
- c) *Stress among students* because of uncertainties: students can also contact study advisors for ‘minor’ issues, however this might not be commonly known. Suggestions: ask lecturers to take it up in first lecture of course; notification on Nestor; Ibn Battuta will take it up in newsletter. Harteveld (study advisor) could make a text. Couwenberg contacts Harteveld and lecturers.
- d) *Staff working more from home:* Couwenberg: Staff is allowed to take equipment and furniture from the office for using at home. There has already been a notification on intranet and this could be repeated (action). The university has no policy to reimburse home office equipment and furniture. Staff should contact their supervisors when they have special needs. Afterwards, Sturge mails an example of other universities (action). [Update: <https://www.unlv.edu/news/release/ergonomics-101-working-home-during-coronavirus>]

4.4 Procedure replacement dean: It has been decided that it will be an open procedure. The vacancy text will be shared with the FC. As it probably will take some time before a new dean is able to start, in the meantime an interim-dean will be appointed. More information follows in June.

4.5 Progress Report Health, Safety and Sustainability:

The Faculty Council expresses a positive opinion about the “Progress Report Health, Safety and Sustainability 2019-2020”. However, there are three issues regarding the report:

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1. The Council advises to address issues related to health and safety when working at home in the future.
2. The Council suggests specifying Maternity leave numbers in the table on page 11, chapter 3, for a better interpretation of the data.
3. Concerning safety of doors/doorways: it is noticed that some warning signs (f.e. waiting till one door is closed before the next door opens) are only in Dutch. The Council advises to have all signs at the Zernike Campus in Dutch and English. Furthermore, these type of doorways could cause waiting time when large groups would want to pass, this may be a risk when there is an emergency?

4.6 Personnel faction of Faculty Council: Postponed for discussion with the Board till after further internal discussion in the Faculty Council.

Next meeting **30 June 2020**. Van der Ploeg organizes an extra meeting in the end of August.