



minutes

Meeting Faculty Council (FC)

Date and time

21 September 2021, 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 staff: Gwenda van der Vaart (chair), Roberta Rutigliano, Dimitris Ballas, Annet Kempenaar, Emma Puerari

FC students: Merle von Bargen, Zuzana Chlebecová, Frenk van Stipriaan, Rosa ter Haar, Anna Wieringa

FB: Johan Woltjer, Tialda Haartsen, Marga Hids (only point 6), Hanne Punt

Others: Fleur Bogema (Ibn Battuta); Ashish Yadav (Lijst Calimero);

RECG

Absent

Landleven 1

9747 AD Groningen

The Netherlands

Minutes taken by

Eliza van der Ploeg

Last minutes (13 July 2021) approved

Yes, without changes

1. Actions

Number	Who?	What?	When?	See point
20210921-1	V/d Vaart	Write letter about positive opinion on budget for Executive Board.	A.s.a.p.	6
20210921-2	Woltjer	Provide an overview of student numbers per programme and an overview of new staff per department.	2-11	6
20210921-c	Haartsen ->Hids/Ten Have	Processing the comments on the Privacy and security work plan 2021-2022.		7

2. Finished actions:

20210713-1: Van der Ploeg has put the theme's Planning of academic year and Improving communication Programme Committees (PC)-FC on the year planning of the FC.

In the pre-meeting the FC discussed how to improve the communication between the PC and FC. The FC decided that ProGeo is the contact between the PC and the FC, as the ProGeo members are already listeners in the PC. Furthermore, the annual reports of the PC will be discussed in the FC.

3. Decisions/Advice

Number	Subject	See point
20210921-a	<i>Decision: Appointment chair and vice-chair</i> The Faculty Council appointed Gwenda van der Vaart as chair and Zuzana Chlebecová as vice-chair.	5
20210921-b	<i>Decision: Budget FSS 2022-2025</i> The FC expresses a positive opinion about the Budget FSS 2022-2025. The next budget will include an overview/specification of student numbers per programme.	6
20210921-c	<i>Decision: communication PC-FC</i> The FC decided that ProGeo is the contact between the PC and the FC, as the ProGeo members are already listeners in the PC. Furthermore, the annual reports of the PC will be discussed in the FC.	2

Action

4. For information/received documents

4.1 Financial Report 2nd quarter 2021 (NL - for information)

Hids explains the financial report. Everything is within expectation. The external funding has changed a bit, but this is normal and not worrying. Another trend is that there have been less travel costs because of Covid-19. Hids only recently started with providing a financial report to the Faculty Council for information. Next time the document will be in English.

4.2 Report Administrative Meeting spring 2021 (NL – for information)

The FC would like to know the status of/follow-up on two points mentioned in the report:

- 1) Discussion about research topics that are important for the faculty.

Haartsen explains that both the Executive Board and the accreditation committee recommended to group the research topics of the faculty. This is taken up by URSI.

In addition, Woltjer comments that the university is working on establishing schools (network of researchers, experimentation with public engagement). Themes relevant in these schools are important for the faculty and in providing research topics. The faculty has to profile itself in these schools. This is an ongoing discussion.

- 2) Spaces for atelier education. The FB expects 'de kas' to be ready in January. The overall discussion for campus Zernike is on hold at the moment. The name for 'de kas' has been approved by the Executive Board, however it is still a secret.

4.3 Schedule FC meetings 2021-2022 (for information)

The pre-meeting is in room 5417.0025. The meeting with the board is in 5417.0013 when attendance is less than 12 persons and with more than 12 attendees in 5416.0057. Please indicate in the Google Calendar one week prior to the meeting whether you will attend in-person or online or not at all.

4.4 For information two links about the new student well-being portal:

<https://myuniversity.rug.nl/infonet/medewerkers/actueel/news/the-new-student-well-being-portal-is-online>

<https://student.portal.rug.nl/infonet/studenten/studenten-welzijn/>

5. Appointment chair and vice-chair

The Faculty Council appoints Gwenda van der Vaart as chair and Zuzana Chlebecová as vice-chair.

One point the FC would like to bring to the attention of the Faculty Board is that the staff members felt limited in their choosing of the chair because of the language (NL) used in many documents. Although the FC has dealt with the situation as it is, whom is chosen as chair should not be related to internationalization. The FB will (again) stress this in the administrative meeting with the Executive Board.

6. Budget FSS 2022-2025 (annex for opinion)

The Faculty Council has discussed the Budget FSS 2022-2025 and has the following questions/comments for the Faculty Board:

- 1) In the budget general student numbers of the faculty are mentioned. The FC recommends for the next budget to include a specification/overview of student numbers in the programmes. Hids agrees. For the next meeting Woltjer will provide an overview of student numbers per programme and an overview of new staff (per department).

- 2) The FC inquires about the longer term vision/expectation of the board in relation to student numbers.

The FB explains that the trend is a relative stable number of students (around 250 for Ba). The focus of the board is on quality and support. The expectation is that many numbers will stay the same, although perhaps is a different composition.

The FB explains how funding for newly hired staff has been set up.

minutes

Action

3) The FC inquires about any provisions/allocations related to Covid-19 and a hybrid way of working.

In this, the Faculty follows the University measures and facilities. For example; desk phones will be changed to mobile phones for work. And although desk computers stay for now, for staff it is possible to buy private laptops. For students there are computer rooms (instead of provisions for buying/borrowing laptops).

4) The FC inquires about the 10% reserve. Hids explains that a reserve between 10 and 14 % is ok.

5) In follow-up of point 5 the FC would like to know if it's possible to allocate a small budget for translation costs of Dutch documents for the FC? The FB explains that the budget is on headlines. In Other expenses are all other costs like travel costs and, if necessary, translation costs. When the FB has Dutch documents they will strive for an English translation or summary.

The Faculty Council expresses a positive opinion about the Budget FSS 2022-2025 and will notify the Executive Board.

7. Privacy and security work plan 2021-2022

The work plan was made at the request of the CIT to ensure better digital security for the university and how to deal with personal data. Among other, it contains an overview of risks and a summary of software programmes used at the faculty outside the offered programmes of the university.

The FC appreciates being informed. Two suggestions are to include perhaps a paragraph about students and a code of conduct. Some minor textual comments are that there are many acronyms in the document; although almost entirely in English, the table on page 11 is in Dutch and an explanation of 'Ontwikkelfabriek' misses.

Haartsen informs the Hids and Ten Have.

8. Hybrid education

In follow-up of the presidium ProGeo has made a memo with recommendations of students for hybrid education.

One of the comments is that Nestor courses do not have a uniform structure. As Nestor will be replaced by the new software programme Brightspace, the students propose to make some sort of template for lecturers for a better, uniform structure in the courses.

Another recommendation of the students is to provide live-stream or good quality recordings of the lectures. Technical problems should not happen anymore.

9. Covid-19 update

Major changes in the Covid-19 measures have been announced: for example, the max 75 rule expires. This means the faculty can provide in-person education as before Covid-19. Some courses need a bit of transition, but most courses will switch immediately to in-person. The university stresses that each person should take responsibility in precautions (testing, vaccination etc.).

9. Other business and closure

No other business. The next meeting is Tuesday 2 November 2021.