



minutes

Meeting Faculty Council (FC)

Date and time
 2 November 2021, 13:30-15:00

Reference
 final

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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, 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

Rosa ter Haar

Minutes taken by
 Eliza van der Ploeg

Last minutes (21 September 2021) approved
 Yes, without changes

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 9747 AD Groningen
 The Netherlands

1. Actions

Number	Who?	What?	When?	See point
		On agenda 14-12: A smarter academic year. Teaching Academy FSS.		
20211102-1	Woltjer	Check with DoE the resit procedure in case of a positive result Covid-test (no grade restriction and possible 3 rd option?)		4a
20211102-2	ProGeo	Contact coordinators about trend in Ba-programme: students change from HGP to SPD.		4c
20211102-3	Woltjer	Contact the DoE about sending an instructive message to lecturers not to plan any activities on 23 and 24-12.		4c
20211102-4	Ballas	Contact Meijering about organization Diversity Day		4e
20211102-5	FC	Brainstorm about suggestions for improvement in the context of harassment in academia		4e
20211102-6	FB	The FB will put the supervision of the PhD's half-yearly on the agenda of the chair meeting.		4e
20211102-7	FC	Discuss Teaching Academy FSS in the next pre-meeting and formulate suggestions for the FB.		7

2. Finished actions:

20210921-1: V/d Vaart has written a letter to the Executive Board with the positive opinion of the FC on the budget FSS.

20210921-2: Woltjer has provided an overview of student numbers per programme and an overview of new staff per department.

20210921-3: Haartsen has given the comments on the Privacy and security work plan 2021-2022 to Hids and Ten Have for processing.

minutes

Action

3. Decisions/Advice

Number	Subject	See point
20211102-a	Addition TER MSc Spatial Sciences Decision: The FC gives consent.	6
20211102-b	Health and Safety Committee Decision: At the request of C. Pottjewijd a Health and Safety Committee is established. Participants are Puerari, Van Stipriaan and Hids.	8

4. For information/received documents

a. Covid-19 update:

This afternoon a press conference is planned with new measures. Hopefully at the end of the week is known how this will be implemented at university. Several possibilities are discussed. Wieringa raises the concern of ProGeo when someone has symptoms, does a test and because of a positive result cannot do the exam, then some courses have a grade restriction for the resit and these students have no 2nd option. Suggested solution: no grade restriction and/or an online exam. Although it is always possible to find a solution for each case individually, Woltjer checks with the DoE what is possible: perhaps the grade restriction can be lifted in these cases.

b. Council's meeting 30-9 update:

One discussion point was AFAS. An evaluation by an external party has been requested about the decision making process and the implementation. Next meeting is 25-11 (on agenda: hybrid working, work pressure and budget). The FC would like to know how hybrid working is implemented in different faculties.

c. Programme Committee meetings update:

- 1) ProGeo received many student applications for the Ba-PC's; for the Master PC's it was a bit more difficult, however in the end there were enough students for all the PC's. The Education Office has organized an information meeting for new PC members.
- 2) There is a trend among Ba-students of changing from HGP to SPD. ProGeo contacts the coordinators.
- 3) Planned lectures on 23 and 24-12. ProGeo kindly requests to have a look at the planned lectures for 23 and 24 December, as international students probably will depart Groningen for visiting family during the Christmas holidays. Woltjer asks the DoE to send an instructive message to lecturers not to plan any activities. Any arising issue can probably easily be resolved (perhaps courses could be given online or rescheduled).
- 4) Online Q&A: ProGeo discussed the communication between lecturers and students. It is important that lecturers make clear at the start of the course how students can reach the lecturer(s). Methods of communicating (discussion board, online Q&A, email etc) depend on the course and student numbers. Perhaps the DoE can take up a recommendation in the lecturer handbook.

d. Quality Agreements meeting 27-9 update:

Van der Vaart attended the information meeting for FC's. It is now in the monitoring phase. The FC was informed that the FB does the monitoring and the FC will see a progress report somewhere in spring.

Action

e. **YAG Report Harassment in Academia:**

At University and Faculty level is an ongoing discussion on how we can improve. In the FSS Strategic Plan are already some arrangements. Although any specific example at FSS is confidential, general lessons can be learned from it. Also, workshops and guidelines for behavior are more general. Woltjer also wants to look at more formal procedures like supervisor arrangements or how the confidential advisor procedure could be improved. Much is about transparency, openness and awareness raising.

The FC can also have look at it and give suggestions for improvement.

Diversity day: perhaps FC can help organize this for FSS/give suggestions. Ballas will contact Meijering.

Already, some arrangements have been changed: set up of an advisory committee for promotions, set up of a team of supervisors for a PhD instead of one supervisor.

Kempenaar suggests to the board to discuss the supervision of the PhD's with the department chairs. The board agrees and will put the supervision of the PhD's half-yearly on the agenda of the chair meeting.

f. **Administrative meeting update:**

Two times a year the FB meets with the Executive Board.

The action points of the strategic plan are now finished and will be distributed:

- 1) Short plan for university schools / themes
- 2) Educational improvements (labs and studios, "kas"-building)
- 3) Collaboration external partners

Hopefully next meeting written minutes/notes of the meeting will be available.

g. **Nestor/Brightspace update:**

In semester 2A one or two courses have a try-out in Brightspace. In the Brightspace-committee participate the DoE, Woltjer, a lecturer and Punt. Punt updates the FC. One point still under discussion is whether there will be one template for the whole university or a template per faculty.

5. **Concept minutes of 21 September 2021**

Action points are done. The minutes are approved without changes.

6. **Addition TER MSc Spatial Sciences**

The addition concerns an improvement as a result of the accreditation. The improvement was a requirement of the visitation committee. There is also an improvement plan.

Normally all TER are discussed and approved at the same time (in May).

Decision: The FC gives consent.

The FC comments that the addition also affects lecturers. However, what it means for lecturers was communicated quite late.

7. **Teaching Academy FSS**

The Faculty Board would like to implement a Teaching Academy on faculty level, following the same structure as the university teaching academy. It will be aimed at teaching innovation. Discussion points:

- 1) master programmes
- 2) studio based education, online support for studio/design based education
- 3) future learning environment
- 4) assessment

minutes

Action

The plans are still in progress. Kempenaar suggests to not only include senior teaching staff, but staff from all levels.

Action point: FC discusses this in the next pre-meeting and formulate suggestions for the FB.

8. Other business and closure

At the request of C. Pottjewijd a Health and Safety Committee is established. Participants are Puerari, Van Stipriaan and Hids.

On agenda next meeting: A smarter academic year.

The next meeting is Tuesday 14 December 2021.