



minutes

Meeting Faculty Council (FC)

Date and time

31 May 2022, 13:30-15:00

Reference

Final

Eliza van der Ploeg-Bout

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Present

FC staff: Gwenda van der Vaart (chair), Zuzana Chlebecová, Merle von Bergen, Frenk van Stipriaan, Anna Wieringa, Rosa ter Haar, new ProGeo board members

FB: Johan Woltjer, Marga Hids, Arjan van den Assem (later)

Others: Ibn Battuta; RECG; Nienke Harteveld (only TER)

Landleven 1

9747 AD Groningen

The Netherlands

Absent with notice

Dimitris Ballas, Emma Puerari, Annet Kempenaar, Hanne Punt

Minutes taken by

Eliza van der Ploeg

Last minutes (19 April 2022) approved

Yes, with additions

1. Actions

Number	Who?	What?	Dead-line?	See point
20220419-5	FB (? – Education Office?)	Compile and communicate overview of suitable rooms/locations for active learning to lecturers. 31-5: Laten staan: toevoegen aan lecturer handbook.	Net yet.	4b
20220531-1	Van der Vaart	Van der Vaart will email textual comments to Harteveld.	Asap	5
20220531-2	Students	Van den Assem suggests that (a delegation of) the students meet with Erik Meijles to see what should be included and what not in the administrative course guide to make it more suitable for students and to make sure that an improved guide is implemented in Brightspace.		7

2. Finished actions:

20220308-5: Woltjer has checked whether the grade cap on resit will be reinstated and in how many courses it is used with DoE. [19-4: Von Bergen notes that there is an actual case now. The regulation is unclear and the communication to the students was late.] [31-5: the policy of a grade cap on a resit grade is part of the general assessment policy. Applying a grade cap can be useful for grading essays, papers and assignments. At the moment it is also allowed for exams. The FB is making an inventory where it is used in FSS courses. Besides a university policy, for eight years it is also a faculty policy and it is up to the lecturer to decide whether to use it or not. If the FC would like to propose changing this for FSS, than it should be changed in the assessment policy (revised once per six years). Any actual case could be taken up with the Board of Examiners.]

20220308-6: Woltjer has forwarded the suggestions about alignment of the assignments and deadlines in the 2nd year to the Director of Education and it is an action point for the coordinators.

20220419-1: Students would like having evaluated the whole workload of a semester combined. It is part of the curriculum evaluation, however that encompasses three years and is too late. Perhaps per year is possible. Sadly, it is not possible to add a separate question about this to the course evaluation form. Therefore, Haartsen has suggested that perhaps the coordinators could take this up (action 20220308-7). Another suggestion by the Director of

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Education is to take this up in the PC. However, organizing panels in the PC is not feasible for ProGeo. The students have met with Erik Meijles to discuss this.

20220419-2: It is communicated to the lecturers that the (complete) archive of Nestor will be transferred to Brightspace (action 20220308-8).

20220419-3: The Director of Education notes about the revised (updated) Assessment policy that it is uploaded on Nestor. Most of what the faculty does, is already in line with it. The DoE is looking into any necessary actions and those necessary will be addressed in an EQIP-session. For example, one thing is about feedback, although not every feedback should be connected to grade.

20220419-4: ProGeo has emailed Erik Meijles about students participating in EQIP-sessions.

20220419-6: Hids has communicated that a work place assessment at home is possible.

20220419-7: Hids has notified the central office to include 'a socially safe working environment' as subject into the format of the progress report Health, Safety and Sustainability for next year.

20220419-8: ProGeo has made an advice memo about a new schedule for the academic semesters (see point 6).

20220419-9: Von Bargaen has emailed the Education Office about the grades being published on Nestor with the last 5 numbers of the student numbers visible.

3. Decisions/Advice

Number	Subject	See point
20220531-a	Decision: The FC approves the TER BSc and MSc 2022-2023.	5
20220531-b	Advice: The FC advises the board (in the memo Advice Block schedule/semester FSS) to investigate the possibility to change the current block schedule/semester of FSS.	6

4. For information/received documents

- a. **Cancel FC meeting of 23-8 or not:** On 12-7 is the next FC meeting. The meeting planned in August will be cancelled. The meeting in September needs to be planned before 23 September.
- b. **Financial Report 1st quarter 2022:** The report is for information. The FC appreciates the update from the FB. Questions of the FC are answered by Hids.
- c. **ProGeo Board 2022-2023:** Due to unforeseen reasons two candidates could not continue the election process. Therefore, the ProGeo Board for next academic year consists of four student members instead of five. As the difference with the staff section is only one member, it is allowed.
- d. **Update Programme Committees:** The PC EG/RS notes that the students have complained about the very high work pressure for RS. This will be discussed with the coordinator.
- e. **Update Brightspace:** The students had their first ever exam in Brightspace. Sadly, it crashed and it took some students half an hour to log in. Luckily, the exam did not take too long. The Student page is still under construction. All the functions should be the same as in Nestor (connection with grades, connection with agenda, a need to know etc.). Any comments/questions/suggestions can always be send to edusupport@rug.nl and/or to Arjan van den Assem. After implementation, students will be asked for feedback. For lecturers EQIP-sessions will be organized in which lecturers practice/change their course on the spot.
- f. **Task division education:** For information. Part of the tasks have moved to the vice-dean. The FC appreciates the sharing of the FB and also the quick follow-up on the concerns of the FC.
- g. **Concept minutes of 19 April 2022:** The minutes are approved conditional the additions mentioned:
 - Zuzana Chlebecová was chair instead of Gwenda van der Vaart

- Page 3, point 5, 2nd bullet – add: Van der Vaart expresses the wish to keep any administrative necessities to a minimum.
- Page 4, Confidential part of the meeting – add: Please note that it turned out not being the case as it is stated here. The description here is incorrect.

5. TER MSc & BSc FSS 2022-2023

Harteveld explains the procedure for making the TER and the role of the FC.

Questions and comments about the TER BSc:

- page 8, art. 3.2.3. about the data management plan: this is not yet obligatory, but in time it will probably become mandatory.
- art 9.14: rephrase sentence.

Questions and comments about the TER MSc

- art 3.20, page 10: this is open for interpretation. However, the TER is not the document for extra information. Extra information can be found on the website.

Van der Vaart emails textual comments to Harteveld (action).

Chlebecová enquires into recurring comments on the TER in the different PC's. Harteveld mentions the article about the data management plan, mainly due to the use of the word 'may'. Furthermore, there was a comment about the countries students were allowed from without an English proficiency test. The faculty is in discussion with the legal department about this. Admission committees can have extra/their own regulations.

As Faculty Council approves the TER MSc and BSc FSS 2022-2023.

6. Memo Advice block schedule/semester FSS

ProGeo has contacted students from several faculties about how their faculties have organized the block schedule/semester. The FC would like to bring an advice for change to the attention of the FB in the memo.

During the faculty strategy day this was also a subject, although it was postponed to autumn. Van den Assem has asked the BSc lecturers for a pilot. For 2023-2024 changes are possible. Also, on university level there are pilots/discussions about a different division of a semester and also about a different layout of the academic year.

7. Uniform version of course guide templates

This has already been briefly discussed in the update about Brightspace.

The student members note that there is an administrative course guide system. But a lot of this is not easy to read for students. It doesn't provide an overview. So, it would be good if the students could have one point where they can find important information (for them) about a course.

Van den Assem suggests that as a start the administrative course guide should be updated. Perhaps some categories can be skipped or it could be combined with the course guide that lecturers provide for students.

Van den Assem suggests that (a delegation of) the students meet with Erik Meijles to see what should be included and what not (action).

For students consistency is important. Hopefully something could be included in Brightspace.

8. Any other subject and closure

- New student assessor:** it is decided to wait for Hanne Punt, the current student assessor, to announce the new student assessor.

The next meeting is Tuesday 12 July 2022. The chair closes the meeting.