



minutes

Meeting Faculty Council (FC)

Date and time

20 September 2022, 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), Dimitris Ballas, Penda Jobarteh, Harm Verbeek, Aidan McClements, Csenge Kunos

FB: Johan Woltjer, Marga Hids, Arjan van den Assem, Hesther van Rossem

Others: Ibn Battuta

Absent with notice

Emma Puerari, Roberta Rutigliano, Annet Kempenaar, RECG

Minutes taken by

Eliza van der Ploeg

Last minutes (12 July 2022) approved

Yes

Landleven 1

9747 AD Groningen

The Netherlands

1. Actions

Number	Who?	What?	Dead-line?	See point
20220920-1	Board	Forward results hybrid working FRW	Done	4.a.
20220920-2	Eliza	Merge FC meetings 6-6 and 18-7		4.d.
	Van den Assem	Brightspace: - Send reminder deadline 1-12 for accessing Nestor? - Problem with course recordings solved? Data protection impact accession done by Privacy and security people (=investigation) and CIT busy with it. Erik makes warning for Brightspace. Gwenda: still is upsetting problem. Press for button and communicate		6
20220920-3	Ballas/Van der Vaart	Discuss mentoring system in an upcoming URSI meeting:		
20220920-4	Van der Vaart	Write letter to university board with positive opinion of budget		5

2. Finished actions:

20220531-2: At the suggestion of Van den Assem a delegation of the student members have met with Erik Meijles to see what should or should not be included in the administrative course guide to make it more suitable for students and to make sure that an improved guide is implemented in Brightspace. In the end it turned out that Brightspace is not made for simple changes. On paper it looked like a window opportunity but the execution was too difficult.

3. Decisions/Advice

Number	Subject	See point
20220920-a	The FC gives a positive opinion of the budget and would like to be (more) involved in the committee.	5

4. For information/received documents

- a. Evaluation hybrid working:** Presence of staff and students on campus is improving. People are more and more returning. When the results per faculty will be available the board will forward them to the FC. The FC suggests the Faculty should have enough flexible work spaces for online meetings for staff who share their room with others. According to the FB there are enough available/empty rooms which could be used. However, a mindset

minutes

change is needed as many colleagues hesitate to go into a room they perceive as someone else's room.

- b. Faculty Regulations 2022-2023 v. final August 2022:** There are no changes with regard to the previous version of 8 June 2021, so consent by the FC is not needed.
- c. Update Council's meeting 9-6:** Rutigliano attended the meeting. However, as Rutigliano is on pregnancy leave an update will follow in time. The next meeting is 29-9.
- d. Schedule FC meetings 2022-2023:** The schedule is agreed upon. The meeting of 6 June and 18 July will be merged (action Eliza) and if necessary there can be an e-mail send around for the TER.
- e. Update PC's:** ProGeo has sent an e-mail for recruiting new PC student members and have received around 10 applications until now. Also, ProGeo had a meeting with Erik Meijles in which it was suggested that the PC look more into general improvements of a course instead of technical points like the number of presentation slides etc. Furthermore, in the course evaluations a change has been made due to AVG related comments. Also due to privacy and HR related reasons, the overview with graded course evaluations is not available anymore. Van den Assem has contacted AJBZ whether it is allowed or not. To be continued.
- f. Update Faculty Board:** During the welcome coffee for staff Woltjer mentioned in his speech several new developments/interesting items for coming year (called 'flavors'):
 - 1) Interacting physically/travel/conferences etc.
 - 2) New developments/projects: Islands, Double Degree programmes development, double doctorate/PhD's arrangements, grants applied etc.
 - 3) Budget: on one hand negative (due to high energy costs), also new investments from Sector OIW -> 3 positions. Also more funding/labeled money from ministry.
 - 4) Four school themes for interdisciplinary work: this year a new building will be opened in the inner city.
 - 5) Work pressure for students and staff: planning of academic year, assessment plan. Van den Assem has organized a pilot for changing the timeline of the resit. Problem is where to schedule the resit. This is also a topic in EQIP and PC discussions. In the Netherlands there are several pilots for reducing work pressure that are related to this.
- g. Financial report Q2:** For information.
- h. Concept minutes 12 July 2022:** The minutes are approved with one minor change (Van Rossem is the student assessor; not ProGeo).

5. Budget FRW 2023-2026

The FC has taken notice of the budget for 2023-2026. One trend the FC comments on is the trend that the faculty is receiving more and more labelled and less regular money/funding. How can the Faculty prepare for this and maintain a stable position? According to Hids it would be good to have a committee to discuss this. Next Monday the FB will have their administrative meeting with the Executive Board. Hids agrees that in this budget there is a lot of uncertainty. An important strategy is working on being involved where the money will be distributed. Together with other universities the university/FRW is looking how to better represent the university/faculty. When more is known about the Sectorplan and/or any possible energy costs compensation, the budget could look very different.

Other questions of the FC are answered by the FB.

Ballas suggests to make a scheme to show to students from different countries/scholarships abroad who would be a good fit with us for attracting more students.

As soon as Hids has more clarity on the budget she will make an updated version for discussion in a, to be established, committee/think tank in the faculty.

Van der Vaart summarizes that it is clear for the FC that times are challenging and a lot is unclear. The FC gives a positive opinion of the budget and would like to be (more) involved in the committee mentioned above.

6. Brightspace/education

Van den Assem shares a presentation.

The FC discusses the student numbers.

Another item is the transfer to Brightspace. Deadline for accessing information on Nestor is 1 December. Van den Assem already suggested to the Brightspace workgroup to make this clearer on the website. Perhaps a reminder to the staff would be good.

A practical problem has arisen about the course recordings. Lecture rooms have integrated microphones and it turns out that not only the microphones cannot be operated manually (as a result the recording starts and ends automatically; this means that what students and lecturer discuss among themselves is also recorded), but the recordings are also visible to all. This is unacceptable.

In trying to solve this problem both Van der Vaart and Van den Assem found that it is unclear who can solve this. As it is a cross faculty problem, Woltjer suggests to Van den Assem to take it up in COS too.

Lecturers (and students?) have been informed immediately. Important is to keep them updated/informed to prevent unrest.

Ibn Battuta offers to report the problem to their ambassador for Brightspace (former student accessor of CvB) and report back to the FC.

7. Any other subject and closure

Any other subject and closure

When questioning staff about any subjects they wanted the FC to discuss the following items were mentioned by colleagues:

1. The request to have some kind of mentor (outside the line manager) to talk to a few times a year in addition to the yearly R&D. The mentoring system can be discussed in URSI meetings (Ballas/Van der Vaart will mention it when they start up again) and with the new/future funding officer.
2. Data management and the AVG. It turns out the Y-drive is not used much. According to Hids, this will also be a topic in the coming department staff meetings.
3. High teaching administration workload: there are many administrative duties (e.g. course manual A/B, adjusted rules for ReMa students in regular courses, etc.), while these might have reasons based on educational equality, they are not always so well-communicated and perhaps some things could be arranged more efficiently? Van den Assem indicates that sadly one university format for the course manual is not feasible as courses differ. Also, in our Faculty many lecturers like to have their own manual that is tailor made to their course. However, some information is necessary for the accreditation and therefore there is an official format. This might feel as double work, but is necessary.

The next meeting is Tuesday 8 November 2022. The chair closes the meeting.