

# 215<sup>th</sup> FC external meeting

Thursday May 7<sup>th</sup> 2020, 10:30 AM – 12:00 PM, Online via Zoom

FC members	Guests	EB
Jacomijn Klitsie (JK) (C)	Anna de Waard-Leung (AdWL)	Anne van de Graaf (AvdG)
Alexandra Bul (AB) (VC)	Irene van der Veen (AvdV)	Dirk van Dierendonck (DvD)
Mohammad Ansarin (MA) (VC)	Klaas Wassens (KW)	Claudia Rutten (CR)
Silvija Prancane-Verhoef (SPV)	Lucas Meijs (LM)	Ansgar Richter (AR)
Helen Gubby (HG)		
Malin Holm (MH)		
Marja Flory (MF)		
Mattia Basile (MB)		
Caron Schaller (CS)		
Keisha Mathews (KM)		

Secretary to the Faculty Council: Rixt Baerveldt

## 1. Opening

## 2. Agenda

AR can be there until a little past 11 o'clock

## 3. Announcements

JK: Discussed in internal meeting we would like to know about the rumours, online teaching will be until Christmas 2020? Do you have any insides?

AR: We have obviously begun thinking through the situation for the next academic year. There is still a lot of uncertainty, how education can be delivered. We are facilitating what EUR wants. If they are not certain, there will be rules for social distancing that we need to take into account. In particular in large programs it will apply, and in lecture halls not all students will fit. To give an idea: 1.5 meter distancing will mean: 10 / 20% of normal capacity will fit in a classroom. It seems to move a big part of teaching online, there is no way around it. Even beyond lectures, also discussed about tutorials and workgroups to be offered online. We felt that we should not have everything online, as the campus experience is important. Especially in the master program, which is a short program, a big part of the experience is missing if students don't come to campus. In many cases this will also only be in smaller groups. Next weeks, we will talk with academic staff. We would also like your recommendations. It is also important, that not all students actually can go to campus. Even with on campus teaching, it needs to be possible to have a full online experience.

JK: if you need insight from FC let us know.

MH: are you taking students into consideration, do you speak with them??

AvdG: This is not really a decision. EUR is offering the next academic year and it is a consequence we

need to be prepared for. This blended process, is with consultation, and focus groups.

JK discussed procedural announcements. Looking ahead that we will not meet face to face soon. Agenda setting two weeks in advance, no later documents will be taken into discussion.

JK there were two topics moved to next meeting. Burn out and sick leave: are there any questions about that? Send Irene specific questions and hope she will join next meeting.

Student evaluations with Ad next point. Moved to June. But SP has a quick point:

SP: New form of evaluation, there is an ongoing discussion HR related questions and quality. Still unclear what FC needs to review. The second point is about current course evaluations. Teaching staff contacts program management about the new evaluation form. Teachers want more insights on online teaching. Teachers want to know, unfortunately not possible and they experience resistance. Unclear why this cannot be integrated into one form? Teachers contact students directly right now.

AvdG: Eric is probably aware; I will discuss with him. HR related questions will be discussed in June. Are you okay with waiting till then?

SP: can wait for first point, but second point the teachers need to know what to do for progress.

AvdG: Ask Eric to formulate an answer.

AvdG: we will start budgetary process. Let's take this offline. The question is: do we get approval before or after summer from FC?

JK: we're fine with doing it in subcommittee.

#### **4. Follow-up to-do list 214<sup>th</sup> meeting**

#### **5. Approval minutes 214<sup>th</sup> meeting**

#### **6. HOKA - with Anna de Waard-Leung**

AWL: do you want me to give a presentation or go to questions?

JK: we have some questions about how you meant things, could you briefly explain?

AWL: For today she seeks approval for realignment. First, the projects of 2020, to fund all COVID-19 adaptations. Second, to reallocate money from projects that are delayed due to the current situations.

For all COVID-19 adaptation, we did a rough guestimate. We went to faculty for information on how much they have put into course adaptations. Went to IMC to request info regarding resources and support. These figures are in the appendix. It is a rough guestimate. Separate project to overall capture the efforts that are made for COVID-19 adaptations. How many of our courses can still go one and are delivered online? Also possible to have student evaluation for these adaptations? Heard that course evaluations will not be used for that. Connected with Ad, develop structural and central thing for that.

JK: Wondering if the move from smarter feedback and assessment means that all programs already existing, asked for a smaller amount or does it mean that the full amount has not been applied for?

AWL: All projects are going on, budget stayed the same. We were expecting more assessment in September, that is not going on because they are running already. This budget is moved into adaptation, not enough covid19

JK: what if someone comes up with a way smarter feedback project, which is not necessarily COVID-19 related?

AWL: If someone comes up with a good subject, I can look into how other projects are going. There is still some room. To be honest, for the bachelor side this is unrealistic to expect anyone to have the time to have smarter solutions, everyone is busy with adaptations. New ideas will probably be for next year.

JK: We have two other questions based on the proposed changes. One is the concern that HOKA money is directed at Dutch students. Is there a chance, if scrutinized for example master programs, which are funded through this. Would they have a chance of being disapproved because Dutch student percentage is below 50%?

AWL: we decided to use the 30-50 principle. The overall sum is still following that.

AvdG: the fact that this money is intended for Dutch students is a contentious issue: it is impossible to highlight the Dutch students. At EUR they also understand that.

MF: That is absolutely right, this is a difficult issue which FC has always raised. Be aware, this should be targeted at Dutch students.

AvdG: The way this was operationalized, looking at Dutch student population.

JK proposed questions about KPIs we had. The first one 'successful online course delivery'. How do you tie this to the projects funded?

AWL: It is important regarding this situation that we are still able to deliver education to all students online. Converting all courses to online or blended, to achieve education for people.

JK: we were wondering, you fund specific projects, far removed from a specific project.

AWL: There is quite an overarching KPI, we don't want to set to specific on KPI management, this avoids adding another survey to students. Report will be on how many students can benefit from it. We will provide an overview impact as well.

ADG: Does this encompass all courses we have?

JK: The evaluations are also a concern. Measured via standard course evaluations, as a separate evaluations. We are a bit concerned about that, but is there something more specific to be said?

Normally there is a score, for example: a 4 average is a good course, is there a score in mind?

AvdG: we also talked about student evaluations for online courses. Isn't this the same point that SP raised?

AWL: This benchmark is not clarified because waiting for Ad.

JK include this in the one evaluation we send out. Avoid overload.

DD: in addition, looking at targets. For RSM it is also a learning experience. Which courses were successful? How can they learn from one another? What can we take on to the next level? All of us are in a learning process together.

JK: That was our final question. Reflection paper seems to be the aim of it? We would be interested in what comes out of it.

AWL: Final note that this is a joined effort from LIT team and myself.

SP has a small remark. I agree with dirk. When developing these evals and online experience, students can contribute a lot. We can have a lot of input from them.

JK: we will approve of budget. You will receive a letter.

## 7. Update PMB to MiM – With Klaas Wassens & Irene van der Veen

AvdG This is a consequence of changes, the PMB program as it was has been shut down. Had to see what should we do? Designed new programs. Think about what to do with organizational set-up. There is not a very impactful change. People have same jobs and activities; they are integrated into T5.

KW: The document is short and concise. The program was operating on commercial market. The team combined alumni, program management and admission. Faculty routine, that these activities are separated in different departments. The part time master in management and the premaster are state funded and have a different relation to the market it is logical that these activities are aligned with faculty itself. Now there is a slightly different organizational setting.

FC can acknowledge that this is a smooth transition for everyone, and people continue to do what they are good at.

JK: Out of interest, we were wondering, is there an estimation how many applicants?

KW: We have envisioned a growth module for these programs. It is not known in the Dutch market and therefore start with small class. We will probably start with forty students and move to hundred. We all think it can be interesting for anyone who wants to pursue master but also have a job. This is an interesting proposition, as teaching is only at Friday afternoon. Because it is a state funded program, the costs are also modest. We are looking for a group students that will do this as a second master, and the ones that already have a job and will continue with studying. Might become bigger than PMB ever was.

MF: I indeed believe there is a market. I was wondering what do you do with the new criteria, to have an average grade of 7 for the bachelor. You are missing a big cohort that would normally go to PMB, as elder people were never worried about getting a 7 for bachelor.

KW: This is a larger discussion, at this stage we cannot change the selection criteria for this one problem only. Generic discussion for all master programs. Does not allow to have everyone who wants to do the program, do the program.

JK: Tied to student numbers, job descriptions are quite broadened: will they be in positions within RSM if there is no job for them in the MIM program?

KW: All of these people will have more than enough work to do. The portfolio of RSM is broad, lot to do for admission. Additional people to assist is very welcome at the departments admission and marketing. Department heads will decide whether they will also work for other courses in the department. Type of work will not change dramatically, only have another boss.

IV: Their job profiles fit in the structure we know already in RSM, this will not change.

JK: The document mentions the director works on PMB until 2021?

KW: The last cohort will graduate in sept. 2021, then the program has stopped. Some students take a little longer before finishing thesis. PMB will not be delivered from that date. KW will go on pension. The vacancy for the director does not have to be considered, he solves his only problem so to say. The new academic director with the new project Raymond van Wijk will still be needed.

MF has a question to IV. You mention that nothing is going to change in job description. If you look what program managers do with different program, this is substantially different. For instance, they handle TOP. They are the ones who make contact directly to all the students, you don't see that in another program. For me it really is different, that is a remark I wanted to make.

MF: It seems like a different job description on paper, but not in real life.

KW: There are differences, the current portfolio is also different. In the way we do work slightly different, we take this into the portfolio of RSM. See what we can do in order to improve. Not huge differences.

## **8. Teaching and Examination in 2020 - 2021 - With Lucas Meijs**

JK: We have a question about digital examination and deviant behavior. How do you deal with what is deviant behavior?

LM: We had the first one yesterday, hard to get percentages at this moment. We have not seen recordings yet. There are yellow and red flags, for things like people walking away and looking at different places. Make all exams open-book, looking next to you will not be noted as a flag. 8-88 students had yellow mark. One person had a headphone on, will this be for noise cancelling etc.? What we know from other schools, if you clearly see people talking to someone else or using text, this counts as an invalid exam.

CS: You say all exams are open-book, this was not the case for me.

LM: We communicate that all is open book, the masters maybe a little late with hearing this. Possible to be proctored? For the bachelor we immediately communicated please make it open-book.

CS: It adds a lot of difference between the different exams, if one class has open-book and one closed-book, there is a deviation.

LM: There has always been a huge variety in the way we do examination.

JK: this discussion is not for now, but for specific group of people. Move to program management.

CD can comment a bit on this. For block 5 there has been a meeting with all examiners. It has been clearly communicated it has to be an open-book exam, if it is proctored or not. For block 4 it was not yet clear. Block 3 resists are still going on. This might be why there is a difference in block 4. There was not enough time to look into all course manuals.

JK: one member asked the question. Students can experience less concentration, and more difficulty now and don't score grades related to past achievements. Is there the option, to have pass/fail scores?

LM: I don't know. If the board permits that. There is one exam in the bachelor that we decide to take out of GPA. I would not advise to have everyone choose, this is not a good advice. If one totally goes wrong, that would be an option.

MH: For one of my courses, you have to write an individual essay. Afterwards every student receives 5 anonymized essays from other students and grade it on the grading rubric. They then compare the reviews, and if the standard deviation is below 3 it is okay. If over 3, the TA will regrade the essay. 10% of your grade will be based on pass/fail whether your assignment grading was within the same ratio. This will reduce the stress of TAs and professors with grading. Could this be communicated to other professors as well?

LM: Why do you allow it? That is also a good question. Experiment we could do and evaluate and then we will see.

MH: We wanted to know if it had been discussed, but apparently it has been.

MH: There have been students contacting us about privacy. You can get an alternative assessment form if you are concerned about privacy issues. A lot of students are concerned of student delays, not filing for it and doing the online proctored exam.

LM: EUR gets a lot of things about privacy. Sometimes this is based on wrong info. What they do in Eindhoven is from a different supplier. It is a rightful concern. First thing EUR does is offer a possibility of online proctored exams at campus. Secondly, in FAQ it states there is a possibility for study delays, if you do not want to participate in online proctored exam in August, then you will probably delay. Now, it will probably be alright. We take the things very serious right.

MH: There is missing information, what happens with the exam and the data? RSM students were

wondering if you could clarify if EUR does not do that.

LM: These questions are answered at EUR FAQ.

LM: We should try to limit the amount of exams. Some courses have moved to assignments. Also, to answer these rightfully concerns.

JK: The new regulation for upcoming year. I understand there is a history of regulations presented last minute and process being slightly rushed for that. Probably some changes to be made for this year. Workable for all parties, send us a draft version when available.

CD: I am coordinating this process.

LM: rules of regulation are our process.

AVG: Valid question to have a timeline. We only have one formal faculty council meeting in June. Is that enough? We might need a subcommittee?

CD: shared the timeline with you in February. Since all the new corona things going on, it is a bit delayed. There is a first version for MSC programs. It is almost ready but not today. We need some extra rules for online examinations. We have until 1 September to establish the new mandate.

ADG: Are there already substantive issues you see changing, you can already share that with FC?

CD: Possibly, but right now no. we need new regulations for that part. We are still preparing this.

CD: There is also the soft cut, have new rules in place for admission regulation for the masters.

JK: Like to avoid discussions very close to the deadline. Let's see what we can do in a subcommittee. Whenever you are ready Carla.

LM: I foresee next year issue following soft cut. Lot of bachelor students have to finish bachelor, RSM students going from bachelor to master. FC interesting question. RSM students go from RSM to for example Italy, and they have not finished their bachelor. Leads to panic. Consider that as FC.

## 9. Any other business

SP: Following the press conference yesterday, what are the plans of opening campus? When are classes going to start? What about the staff? What are the terms for them to come to the office again?

AvdG: I have reminded the head of crises team today, we needed to formulate the guidelines for the 1.5 meter economy. The deadline for that is today. This will first go to board of university. I would like to do Prep work for RSM, we do not know how how it will entails. Real estate services will determine this room will have X maximum of people. Purchasing materials such as disinfectants, plastic shields etc. I am chasing it, we are waiting a little longer. However, education is next to impossible.

SP: manage office spaces, mandatory presence office or work from home?

AvdG: The government says home where possible, probably until 1<sup>st</sup> of June. You can ask for permission to come to campus.

MF: How about lecturers that are in the risk group? Or other groups? Not allowed to travel, go to work

AvdG: Up until Christmas we will guarantee online possibilities. We do not oblige students to come in. For the teaching staff it is conversation with line manager. Commit to online education. Non-academic staff? Again, conversation with line manager. If a person is not ill, no symptoms, not risk, they can be obliged to come to work. People who are in a risk group will not be obligated.

HG: Mark Rutte deals with thing going to look like normal, something like that. Some that can come with bicycle, have a room for themselves, categories of people, whether they can access their room earlier.

ADG: I hope all of that is in the report that is due today.

## 10. Closing

To do before next meeting	Person responsible	Progress