

Annual report BSc BA/IBA Programme Committee,
September 2016 – June 2017

Table of Contents

1. Preface	2
2. The Programme Committee BSc	3
2.1 Structure	3
2.2 Tasks	4
3. Meetings.....	5
3.1 Frequency meetings BSc PC 2016-2017	5
3.2 Topics on the agenda during the meetings	5
4. Attendance overview	8
5. Oversight of activities within the legal framework (WHM)	9
5.1 OER	9
5.2 Double degree bachelor BA – Law	9
6. Evaluation of Improvement policies PDCA	9
7. Evaluation of the functioning of the BSc PC	10
Appendix A-C: Advice letters	11

1. Preface

The BSc Programme Committee continued in the academic year 2016-2017 to fulfil its role in safeguarding and stimulating the quality of undergraduate education at RSM. The BSc Program Committee was actively involved in providing advice on ambitious changes in the RSM bachelor curriculum: the introduction of a double degree program marking a formal collaboration between RSM and Erasmus School of Law, the introduction of a sandwich year and the initiation of an overhaul of the entire RSM bachelor education - the Boost-the-Bachelor 2.0 initiative.

The BSc Programme Committee awarded in the academic year 2016-2017 substantial attention to another important pillar of activity: the quality of the teaching and examination regulations. The BSc Programme Committee scrutinized the types of examination permitted at RSM, the possibility of introducing an examination matrix that links the course learning objectives with the examination topics and questions, the compulsory publication of examination questions and the quality of the language used in both Dutch and English examinations.

Additionally, in order to improve its functioning, the Program Committee devised its own key success factors to guide its activity. As a result, the Program Committee improved its methods of gathering and sharing information by establishing its own presence on the RSM website.

2. The Programme Committee BSc

2.1 Structure

2.1.1 *Teacher echelon and student echelon*

The committee exists of:

- at least five students representing the BSc Bedrijfskunde (BA) and BSc International Business Administration (IBA) program as well as the first, second and third year of the bachelor program,
- at least five teachers of the BA/IBA program, preferable from different departments,
- and a chair.

2.1.2 *Invited persons:*

The following persons are invited on a regular basis to attend the meetings:

- Executive director of BSc BA
- Executive director of BSc IBA
- Assistant for writing the minutes of the meeting

2.1.3 *Recruitment of committee members*

New teaching staff members should be from another department than the departments already represented in the BSc PC. When searching for new teaching staff members, the committee proposes a department from which the new member should preferably come. This department is then invited to recommend one of its teachers to become new member of the BSc PC. The Dean of Education or the Executive Director will contact this person for an interview. In consultation with the Chair of the BSc PC, the decision is made whether or not this person is appropriate for its role in the BSc PC.

Student members are enrolled in the educational programme, in this case the bachelor BA or IBA. The Student Representatives (SR) play an important role in the selection of new student members. Student members of the BSc PC are generally also SR members.

2.1.4 *Ways of working*

We are aiming for an open and collaborative discussion culture in the committee. Students, teachers, executive directors and the chair of the committee discuss topics on a level playing field. The role of the chair is to coordinate the discussion and to support a collaborative decision. We follow the following structure for the meetings:

- After an opening (by chair), the minutes of previous meeting will be approved.

- Action points of previous meeting will be reviewed.
- Discussion points on agenda will be openly discussed – potential action points will be noted as action points.
- Advices will be planned if a necessary action is needed – these will be directed towards the respective entity within EUR.
- Before the meeting is closed, members can bring up other business not mentioned in the agenda points. These can be added to the next agenda or serve informational purposes only.

2.1.5 Meeting schedule and items on the agenda

Frequency meetings BSc PC

The BSc PC meets every 6 weeks.

Items on the agenda

The items on the agenda vary per meeting. The only items that are on the agenda of all meetings is:

1. Opening and personnel changes (if any)
2. Minutes and action points last Programme Committee meeting
3.
4. Any other business

In between item 2 and 4, a variety of issues are on the agenda, such as the Teaching and Examinations Regulations (TER/OER), problems with specific courses, student evaluations, new curricular activities, changes in the curriculum, etc.

Issues to be discussed in the BSc PC meetings are generally raised by many different persons, such as the committee members, the executive directors of BA or IBA, policy makers, etc.

2.2 Tasks

The BSc Programme Committee perform the following tasks:

- a. Discuss quality of teaching and examination in the BA and the IBA programs.
- b. On request or of own accord give advices to improve the quality of teaching and examination in the BA and the IBA programs.
- c. Give advice on teaching and examination regulations for the BA and the IBA programs.
- d. Contribute to the yearly assessment of teaching and examination regulations.
- e. On request or of own accord give advices to improve teaching and examination regulations.

3. Meetings 2016-2017

3.1 Frequency meetings BSc PC

In the academic year 2016-2017 the meetings were held on the following dates:

1. 11 October 2016
2. 22 November 2016
3. 10 January 2017
4. 14 February 2017
5. 28 February 2017 (extra meeting on KSFs/KPIs)
6. 11 April 2017
7. 30 May 2017
8. 4 July 2017

3.2 Topics on the agenda during these meetings

11 October 2016

- Opening and personnel changes
- Minutes and action points last meeting discussed
- Double degree programme: RSM / Erasmus School of Law
- BSc PC Annual Report
- BSc PC website
- Research training / Bachelor Thesis – Mandatory presence
- Decision on type of examination by RSM Examination board or by professor
- Sandwich year in the bachelor programmes
- Summary annual meeting with all chairs of Programme Committees
- Summary of meetings chair with academic directors Erik van Raaij and Gabriele Jacobs

22 November 2016

- Opening, minutes and action points discussed
- BIM Master Capacity problems. A maximum intake is proposed, and acceptance of students based on a minimum grade was discussed (Eric van Heck, Ting Li, Anne v.d. Graaf). Based on the discussion, and advice was given to the BIM department (see Appendix A).
- Advice on double degree BSc BA and Law
- Update Extended Strategic Platform Meeting
- Revised proposal education and training of programme committees
- Quality approach KSF for Programme Committees (Berry Nijveld)

10 January 2017

- Opening, minutes and action points discussed
- Extension of electives (Erik van Raaij)
- Updated annual report BSc PC 2015-2016
- Update meeting with chairs of FC and MSc PC, Dean of Education, Programme Management, Jeremy van Laar – right of consent / how to select PC members
- Training student members of Programme Committees

14 February 2017

- Opening, minutes and action points discussed
- Short update training student members of the PC
- Reply by EB on publication of exam questions on blackboard
- N=N policy (Ad Scheepers)
- Validity period study credits
- Update on subgroup meeting on KPIs/KSFs 7 February – Inga, Niek, Iuliana, Adri

28 February 2017

- Meeting completely on the functioning of the BSc PC
- Discussion of a list of
- KSF/KPIs to be used in the future to evaluate functioning of PC

11 April 2017

- Opening, minutes and action points discussed
- Experiences students members with training
- Summary of KSFs/KPIs agreed on during meeting of 28 February on KSFs/KPIs (Inga)
- TER 2017-2018 – first discussion of proposed changes to TER
- Sandwich Year
- Update BtB 2.0 by Gabriele Jacobs

30 May 2017

- Opening, minutes and action points discussed
- Short update BtB 2.0
- TER 2017-2018 – advice
- Sandwich Year
- Summary of KSFs/KPIs

4 July 2017

- Opening, minutes and action points discussed
- Sandwich Year – grading procedures
- TER 2017-2018 – Sandwich Year

- KSFs/KPIs BSc PC
- Training PC members arranged by Executive Board

4. Attendance overview 2016-2017

Present	11 October 2016	22 November 2016	10 January 2017	14 February 2017	28 February 2017	11 April 2017	30 May 2017	4 July 2017
<i>Teaching staff:</i>								
Yvonne van Everdingen (chair)	✓	✓	✓	✓	✓	✓	✓	✓
Inga Hoever	✓	✓	✓		✓		✓	✓
Niek Hoogervorst		✓	✓	✓	✓	✓		
Iuliana Sandu	✓	✓	✓	✓	✓	✓	✓	✓
Katrin Smolka		✓		✓	✓	✓	✓	✓
<i>Student members:</i>								
Raïs Lall Mohamed		✓		✓	✓	✓	✓	✓
Lena-Marie Pätzmann			✓	✓	✓		✓	
Marlies Mons	✓	✓		✓	✓	✓	✓	✓
Roel Borsboom	✓		✓	✓	✓	✓	✓	✓
Kyra Heidemann	✓	✓	✓	✓	✓	✓	✓	
Amanda Costeris	✓			✓	✓	✓	✓	
Josephine Engel	✓	✓						
<i>Programme Management and other invited persons:</i>								
Adri Meijdam	✓	✓	✓	✓	✓	✓	✓	
Carolien Rijnsburger	✓	✓	✓		✓	✓		✓
Ad Scheepers		✓	✓	✓	✓		✓	✓
Jannet van der Woude	✓							
Stella Li	✓	✓	✓			✓		✓
Tess van der Veer				✓			✓	
Carla Dirks							✓	
Erick van Heck		✓						
Ting Li		✓						
Anne van de Graaf		✓						
Berry Nijveld		✓						
Erik van Raaij			✓					
Gabriele Jacobs						✓		
Jennifer Keating				✓				

5. Oversight of activities within the legal framework (WHW)

5.1 OER

The BSc PC discussed the OER / TER twice, once in the meeting of April 11 and once in the meeting of May 30. Based on the discussions in both meetings, the chair wrote an advice letter on the OER/TER to the Dean of Education on June 6, 2017 (see Appendix B).

Response: The chair received a thank you note from the Dean of Education on the 11th of June.

5.2 Double degree bachelor BA – Law

In Appendix C you find the advice of the BSc PC on the double degree program.

Response: The chair received feedback from Jannet van der Woude (Programme Management) on the 23rd of November, 2016. She replied that she would discuss the option 'toelating huidige eerstejaarsstudenten' with her colleagues of ESL.

6. Evaluation of Improvement policies PDCA

On one occasion, the BSc PC received a signal that not all course coordinators supervise appropriately the correction of the exams. The BSc PC discussed the possibility of coming up with a formal procedure for the situations when the grading is done by teaching assistants. It was agreed in the BSc PC that course coordinators should estimate properly the workload required by grading thousands of exams such that teaching assistants are not overworked. Additionally, course coordinators should check a sample of the exams graded by the teaching assistants to make sure that the grading is correct.

The BSc PC plans to investigate in the future in more detail the content and role of student evaluations.

The BSc PC will also be alert to any further complaint about the quality of the language used in both Dutch and English examinations.

7. Evaluation of the functioning of the Programme Committee

After several rounds of brainstorming, the BSc PC came up with the following list of key success factors and the corresponding key performance indicators.

<p>Key success factor: The BSc PC is always well informed</p> <p>Key performance indicators:</p> <ul style="list-style-type: none"> • Attendance of meetings of other relevant bodies • Clear channels of communication with relevant other bodies/committees • Make a list/document with all the relevant contacts/sources of relevant information • Have a diversified PC and make sure that our input is diversified and representative • Once advice has been issued on a topic, the advice is shared with all PC members • Create and provide members of the PC access to relevant documents • Training for student members • New members receive clear introduction to the BSc PC
<p>Key success factor: The BSc PC reacts effectively and efficiently to requests for advice</p> <p>Key performance indicators:</p> <ul style="list-style-type: none"> • Deadlines are met • Advice is clear • Follow up on advice
<p>Key success factor: Being proactive</p> <p>Key performance indicators:</p> <ul style="list-style-type: none"> • Regular time set aside in meetings for bringing up issues for which we could offer proactive advice • % of proactive advices that lead to changes in the programs
<p>Key success factor: The internal processes of the BSc PC are of high quality</p> <p>Key performance indicators:</p> <ul style="list-style-type: none"> • When a new issue is raised, we seek out additional (internal and external) information • Invite relevant externals to PC meetings to present views and answer PC members' questions • Actively seek out dissenting opinions if not mentioned in process • Create list or agenda for predicable tasks (e.g., reviewing TERs, writing annual report, etc.) to facilitate planning and preview workload • Create and maintain protected archive of relevant documents

Legend:

Green – Results are on or over the established target

Yellow - Results are under the established target, but within a tolerance interval

Red – Results are under the established target.

Appendices

Appendix A: Advice letter on BIM capacity problems

To: Prof.dr. Eric Waarts (Dean of Education)
Cc: Prof.dr. Eric van Heck (Head of the Dept. of Technology and Operations Management)
Cc: Anne van de Graaf (Executive Director MSc Programmes)

Rotterdam, November 22 2016.

Subject: Advice capacity problems BIM master.

Dear Eric,

The BSc Programme Committee discussed the document "BIM Scenarios" (version: November 18, 2016) during today's meeting. The focus was on the solution for the BIM capacity problems for the next academic year (2017-2018).

The committee unanimously agreed on the proposed measures, which can be summarized as follows:

1. Cap the external intake on 75 places and the internal intake on 175 places;
2. Use the grade for the bachelor BIM course (3rd year) to rank students applying for the BIM master, where the best 175 can enter the BIM master, given that they fulfill the other entrance requirements (GPA 7,0 or GMAT 600/English level requirements). The committee considers it fair to apply this additional rule, in addition to the other requirements, as it can be announced in advance of the course. Students are thus still able to influence their own grade for this course. The committee also discussed the option to guarantee a place in the BIM master for students receiving an 8 or higher for the bachelor BIM course, but the advice is *not* to use this as a criterion. Reasons mentioned were that it might turn out that this does not solve the capacity problems if too many students receive an 8 or higher, and that it also may result in offending / aggressive behavior towards the responsible teacher(s) (e.g., in case a student receives a 7.9).
3. Exemptions will be given to students who already took this course in earlier years, and are not in a position to resit this course and/or examination.

We all hope these measures lead to a reasonable solution for the capacity problems.

Best regards,



Dr. Yvonne van Everdingen
Chair of the BSc Programme Committee

Appendix B: Advice letter to the Examination Board on the proposed amendments to the Teaching and Examination Regulations 2017-2018

Rotterdam, June 6, 2017.

To: Dean of Education, Prof.dr. Eric Waarts

Cc: Jannet v.d. Woude

Su: Advice OER/TER

Dear Eric,

The Program Committee (PC) discussed the Amendments to the Teaching and Examination Regulations (TER) BSc(I)BA 2017-2018 during the last PC meeting, May 30, 2017. In general, the PC is positive towards the TER, but we have a few suggestions for further improvements.

1. 1.2 Introduction of Sandwich Year: We already discussed the Sandwich Year option. In principle, we agree on a full year of in total 60 ECTS. We agree with an option where the student conduct an internship for a whole year. We have not yet decided, however, on what we believe as the most optimal way of grading the different components (internship, exchange, and minors). We postponed this discussion to our next meeting on July 4, 2017.
2. 1.4 Additional requirements for oral tests, Article 3.3, item 3: We advice to audio record every oral test, also if an observer is present.
3. 1.6 Exemption perusal: We advice to add "In case of a mix of mc-questions and open-ended questions, we advice to organize a perusal for the open-ended questions."
4. 2.2 Introduction assessment plan, peer review, Article 4.1, item 5/8: We advice to clearly specify that in case the exam is developed by a non-native speaker, it should be checked by a

colleague who is a native speaker, in order to be sure that the questions are clearly formulated, and without grammatical errors.

5. 2.2 Introduction assessment plan, peer review, Article 4.1, item 4: If course presence is required and part of the grading, then it is important that the requirements regarding presence and the consequences for grading are also included in the course manual. As it is not about the formulation of questions, an alternative is to place this remark right after the explanatory note at the start of section 2.2.
6. 2.3 Directive for grade calculation and setting the cut score for MC-tests, item d: The PC is of the opinion that a standard cutoff rule of 27 questions to pass an MC-test is too strict. It is extremely difficult to make questions of equal quality and difficulty, year after year. So what if an exam appeared to be extremely difficult, or the opposite, extremely easy? The PC advises to formulate certain boundaries (e.g., between 25 and 29 question) within which the examiner has some freedom for grading.

Best regards,

Yvonne van Everdingen

Chair of the BSc Program Committee

Appendix C: Advice on Double Degree Bachelor in BA-Law

To: Prof.dr. Eric Waarts (Dean of Education)
Cc: Jannet van der Woude (Executive Director BSc BA)

Rotterdam, November 22 2016.

Subject: Advice on Double Degree in BA-Law.

Dear Eric,

Today the BSc Programme Committee have discussed the proposal for the Double Degree for Business Administration and Law, to start as of September 2017. The committee is positive about the proposal, and encourage going ahead with the development of this Double Degree Program. We agree that for now it is a good decision to have this double degree open for BA students only, and not for Dutch IBA students. It might be interesting though to explore opportunities for a Double Degree in IBA and (International?) Law in the future. However, we do advice to consider the option to open up the Double Degree program for current 1st year BA students as well. As the focus in the first year of the Double Degree program is on BA courses, and to a lesser extent on law courses, a current 1st year BA student might be able to catch up easily.

Best regards,



Dr. Yvonne van Everdingen

Chair of the BSc Programme Committee