

MINUTES 168TH FC MEETING – 01 JUNE 2015

Attendees

FC Members	Guests	MT	Official Secretary
Gabi Helfert	Adri Meijdam	Frank van der Kruk	Joy Kearney
Jan Sirks	Carla Dirks	Abe de Jong	Liz Derks
Jelle de Vries	Robbert Brouwer		
Lance Cosaert	Suzanne Bickes		
Frederieke Dijkhuizen	Marja Flory		
Youming Ma	Marina Arnaudova		
Nicole Morgan	Dominic Scherrer		
Andrea Petrini	Kevin Ren		

1. Opening

Gabi opens the meeting at 12.31 am. As some of the members of the next FC are attending as guests, the meeting starts with a brief introduction round.

2. Agenda

Agenda point 8 regarding the status update of the implementation of the diversity policy for administrative employees will be dropped. The point will be discussed during an internal meeting between the FC, Yvonne and Frank.

3. Minutes

The minutes of the previous meeting are approved without further remarks or amendments.

4. Announcements

On behalf of the EB Frank makes one (informal) announcement:

- Somewhere over the next few months meeting room T03-42 will be redecorated; the audiovisual equipment will be replaced.

On behalf of the FC Gabi makes two announcements:

- So far, no students have been found to take over the RSM Today account. The student members of the FC have some ideas about potential candidates so they will try to arrange replacement for the current students.
- During the internal meeting the FC meeting of October has been discussed already. The dean, Steef van de Velde, will be present during that meeting. The FC has collected a number of issues they would like to see discussed. These will be provided in written form somewhere in the next four weeks so he can prepare accordingly.

5. IBA Curriculum – Entrepreneurship Course

Andrea introduces the topic and explains that the current IBA curriculum does not include an entrepreneurship course. This is a pity as it is a very important business topic that touches with several other IBA courses, such as strategy and marketing. The BA programme, on the other hand, does have an entrepreneurship course called "oriëntatie op ondernemen". In addition, RSM together with the ESE created the Erasmus Centre of Entrepreneurship, which nowadays has an excellent reputation. It would therefore make sense to add the subject of entrepreneurship to the current IBA programme, either by integrating it within another course or creating a whole new course.

Adri Meijdam, executive director of the IBA programme, states that there is indeed no entrepreneurship course in the current IBA curriculum, and programme management does regret this. The last changes to the IBA programme were made a few years ago and this restructuring was called "Boost the Bachelor". One of the aims of this restructuring effort was to streamline the BA and IBA programme so courses would be provided in the same trimesters in the same year by the same teaching staff as much as possible. Where possible, the two programmes are similar, but for IBA deviations are made when necessary. One of the deviations was the cross-cultural management course for the IBA programme, where the BA programme chose provide the course "oriëntatie op ondernemen". Due to this parallel structure, IBA simply lacks the space to set up a dedicated entrepreneurship course. Programme management is close to the decision to start a new restructuring effort called "Boost the Bachelor 2.0". These discussions will likely start after summer and might lead to adjustments made to the curriculum, which will then be implemented in 2018.

Adri recognizes that this is a sub-optimal situation. However, for current students there are several opportunities to gain experience in the field of entrepreneurship. First, students can take the minor in entrepreneurship in the first trimester of the third year. Secondly, many students going on exchange take entrepreneurship-related course on their exchange university. The last option will only be available from September 2015 onwards and is the bachelor honors programme, which revolves entirely around entrepreneurship. Meanwhile, discussions have been taking place with the Strategy & Entrepreneurship department to see whether some entrepreneurship components could be integrated in current courses. This has only been done to a limited extent; mostly in the Strategic Business Plan course.

Adri emphasizes again that the intention to add (elements of) entrepreneurship to the IBA curriculum is definitely there and discussions parallel with the BA programme will start after summer. He will provide the FC with an update on the process during the December meeting.

6. Changes Examination Regulations 2015 – 2016

Carla Dirks coordinated the amendments to the current examination regulations. She points out the most important adjustments to the examination regulations for each programme.

Dutch BA Bachelor Program

An important change made for the Dutch BA programme is the introduction of the elective "English". This module helps Dutch students improve their proficiency in English, which in turn will help them when also doing their master in English at RSM. Another change is the requirement to pass all your bachelor courses before being allowed to start a master as this is now officially required by Dutch law. There are no further questions from the FC.

IBA Bachelor Program

In the IBA programme one elective has been cancelled which is the so-called "interim project". There was a lack of interest and awareness among the students, which is why it was decided to drop this elective option. However, the interim project is still available to Dutch BA students. In addition, article 4.3 regarding perusals was adjusted; the new procedure requires professors to give feedback within 4 weeks after the examination has taken place. This used to be 4 weeks after the assessment of the exam. After the feedback session there will be the possibility of an individual or generic perusal session. Frederieke wonders whether the examination regulations state any rules or provisions for when a teacher fails to comply with these regulations. Carla states that this is not written down, but in case it happens students should first contact the professor, or, if needed, the examination board. These regulations

are rules teachers have to follow, however, exceptions, such as personal circumstances, might cause a feedback session to take place later.

1-year MSc programmes

Most changes for the MSc programmes are editorial or are name changes. In these examination regulations one finds the same perusal requirements as for the IBA programme. Lance brings up the regulations regarding the thesis trajectory. In a recent FC meeting the thesis trajectory has been discussed with Anne van de Graaf, executive director of the MSc programmes. It was then explained that the thesis should be written within one year, however, there is room for students who would like to do a more elaborate research, which would also add to the reputation of the school. However, the first problem is that these exceptions are not mentioned in the examination regulations. Secondly, students who would like to take 2 months longer will automatically hand in their thesis during the resit opportunity in August. Although these students have put in extra effort and are likely to obtain a high grade, they forego the possibility to graduate summa cum laude; as one of the requirements of a summa cum laude graduation is no examination has been taken more than once. Lance is therefore wondering whether an exemption provision could be taken up in the examination regulations. Carla explains that there are different reasons for extending the thesis deadlines, not only being personal circumstances, but also a very interesting and extensive research that would require more time. If this is the case, an extension of the thesis deadline will not count as a re-sit and will therefore still give the student the opportunity to graduate summa cum laude. However, there have been more issues with the regulations regarding the thesis trajectory within the different departments. In September 2015 and January 2016 the examination board will have meetings with the thesis coordinators of the different departments to discuss these problems and to confirm the regulations, so all departments are on the same page. She also emphasizes that these regulations are part of the thesis regulations, which all thesis coordinators and supervisors have received prior to the start of the thesis trajectory. Carla agrees to send these thesis regulations to the FC. Jan adds to this that the (thesis) regulations do not provide any guidelines if, for whatever reason, a thesis coach is no longer available to supervise a student. Who is responsible for finding another coach in such a situation, the student or the department? Carla states again that there are different possibilities in such a case and that there is not one way to go. The most logical person to help out the student is the thesis coordinator and, depending on the circumstances, the examination board can decide to extend the deadlines. In addition, she refers to the general hardship clause which is in all examination and thesis regulations, which advises students to go to the examination board in case of exceptional individual circumstances. Lance mentions that there is no such provision in the thesis manual and Carla agrees to verify this.

In line with this discussion Frederieke wonders why the regulations do not elaborate on the procedures and steps that have to be followed when an exam or exam question is found to be incorrect. There have been several cases where students have been negatively affected by the way professors dealt with incorrect questions so guidelines on how to do this might be convenient. Carla explains that students should go to the professor, either during the feedback session or during the perusal as there are no specific rules or guidelines to follow in such a case. She adds that the professor is responsible for the examination and it is hard to come up with standardized rules as there are many different situations. However, the examination board and the different programme management teams have been discussing the issue during the past half year. They are trying to come up with a general rule for these kinds of situations and any exceptions on these rules will be dealt with by the examination board. The examination board also has an appointment scheduled with the RISBO, the institution that, amongst others, processes the quality of exams to discuss the topic.

CEMS programme

The examination regulations for CEMS programme again involve mostly editorial changes and the same change in the feedback procedure as the IBA and MSc programmes. There are no further questions from the FC.

Part-time programmes

Two changes in articles 3.4 and 4.1. There are no further questions on this by the FC.

ERIM Research Master

The most important change for this programme is a new name. From now on, this master is called “Research Master in Business and Management”.

After receiving the additional documents from Carla, the FC will discuss the examination regulations internally and will get back if there are any more questions.

7. New Faculty Regulations

The EB has received the comments regarding the new faculty regulations from the FC. Drafting these new regulations has been a rather lengthy and tough process so far, but a meeting between Frank, Abe and Anne van de Graaf will be scheduled to discuss the comments received from the FC. Based on this meeting, a new version of these regulations will be provided.

8. Status update Implementation Diversity policy for administrative employees

This agenda point is dropped and will be discussed internally.

9. Evaluation Personnel Appraisals

A document regarding the evaluation of the personnel appraisals has been sent to the FC by Peter Elsing. The FC has reviewed the document and the report provides some major issues:

1. Focus on short-term targets, lack of explicit relation between individual targets and organizational goals;
2. Too little feedback from supervisors to employees throughout the year;
3. For administrative employees organization-wide career paths are missing;
4. Lack of support for the supervisors from the HR department(s) regarding personnel development; they only focus on administration.

The FC would like to know how RSM will deal with these challenges. In addition, only the overall school report was received, but no faculty-level results were presented. These faculty-level results should be available but probably have not been requested at the central HR department. The FC would like to see these figures as it is important to know how RSM is performing relatively to other faculties. Frank explains that a number of employees from RSM have contributed to the report and some figures within the report do represent faculty-level statistics. Gabi replies that the questionnaire that was sent out specifically asked for the faculty you were part of, so faculty-level data should be available. According to Frank, RSM is performing slightly better than the other faculties; however, general comments were similar for all faculties. Peter joined the project group and Frank joined the sounding board group that started working on the general P&D procedure for the entire EUR. At this moment there is a new frame-policy for the P&D-cycle which they are going to implement in a new system. Frank will send this policy to the FC. Gabi wonders whether the issues mentioned above are actively addressed in this policy. Frank replies that most of these concerns have been taken into account when drafting the policy. However, point 3 regarding EUR-wide mobility poses some questions that need to be answered by the central HR department. Frank will forward any questions

the FC has to the person responsible. Issue 4 was not very much the case for RSM; however, the HR policies do need to be updated. As this will take time, Frank will give an update on this in about 6 months.

10. Any Other Business

No points are brought up as any other business.

11. Closure

Gabi closes the meeting at 11.47 am.

To do before the next meeting

Task	Person Responsible	Progress
Ask fellow students to take over the RSM Today account in the upcoming school year	Frederieke/ Andrea	
Scheduling meeting FC and Yvonne Jules about Diversity Policy	Liz	
Collect discussion points for October meeting	Liz/Gabi	
Invite Adri Meijdam to December FC meeting	Liz	
Check whether hardship clause or exemption provision is in thesis manual and send thesis regulations to FC	Carla	
Schedule a meeting to discuss FC comments to new faculty regulations	Frank	
Send new review cycle policy to the FC	Frank	
Send questions for central HR to Frank	Gabi	