

Minutes MSc PC – 26 September 2019

Mandeville, T3-42, 13:00 – 15:00 hours

Present	Absent
MS: Maciej Szymanowski (Chair, MM)	BK: Bas Koene (OCC)
AL: Annelie van der Leelie (Minutes)	DT: Dimitrios Tsekouras (BIM)
AS: Ad Scheepers (PM)	FW: Frank Wijen (SM)
GB: Guido Berens (GBS)	WH: Wim Hulsink (SE)
EV: Elisa Vandensteene (BIM)	
JME: Julija Mell (HRM)	
NG: Niccolò Ghiggia (HRM)	
TM: Tom van Mierlo (GBS)	
EC: Elena Corsiglia (MM)	
JM: Juan Madiedo (MI)	
GH: Gabi Helfert (PM)	
CK: Cynthia Kong (SCM)	
SZ: Solomon Zori (AFM)	
AD: Annelore Doezé (SE)	
HF: Heleen Francoys (SM)	
MC: Marcell Csomor (OCC)	
MA: Munther Alahmad (SCM)	
AST: Adam Stożek (AFM)	
FM: Florian Madertoner (FI)	
AG: André van Gorp (MI)	
JF: Jan-Philipp Fuhrmann (FI)	

1. Opening and announcements

The chair welcomes everybody present.

2. Approval of minutes from MSc PC meeting 25 June 2019 – see attachment

The minutes were approved.

3. Introduction of the PC members

- Florian Madertoner: Lecturer at the finance department, representing the FI master. He wants to bring the perspective from people in the class-room to the PC.
- Annelie van der Leelie: Secretary of the BSc and MSc PC's. She isn't a member of the PC.
- Solomon Zori: Assistant Professor in the AFM programme
- Marcell Csomor: Originally from Hungary and studied BSc Business and Management at Corvinus University of Budapest. He is representing OCC.
- Annelore Doezé: She has a healthcare background and studied in Maastricht where she also was a member of the PC. This year she is representing the SE programme.
- Tom van Mierlo: He studied at the University College in Maastricht and he is representing GBS.
- André van Gorp: He studied in the east of the Netherlands where he also was a member of the PC. Now he is representing the MI programme.
- Niccolò Ghiggia: Originally from Italy. He studied at Leiden University where he was also involved in the PC. This year he is representing the HRM programme.
- Cynthia Kong: Assistant professor in the SCM programme.
- Juan Madiedo: Originally from Colombia and he works as Assistant Professor at the MI department.

- Elisa Vandersteene: She studied at RSM before and during that time she was a member of the Faculty Council (FC). Now she is representing BIM.
- Munther Alahmad: Originally from Palestine. He studied IBA at RSM and he is representing SCM.
- Elena Corsiglia: She comes from Italy and did her BSc in Milan. Now she is representing the MM programme.
- Adam Stożek: Originally from Poland and he is representing the AFM programme.
- Heleen Francoys: She studied IBA at RSM. Since 2018 she is a board member of the Financial Study Association (FSA) and she is representing the SM programme.
- Julija Mell: Assistant professor at the HRM programme. She also did her PHD at RSM.
- Jan-Philipp Fuhrmann: He studied BSc International Business in Maastricht and he is studying FI this year.
- Guido Berens: Teaches at the GBS programme.
- Ad Scheepers: Policy Advisor at the BSc and MSc programmes. He is a guest of PC.
- Gabi Helfert: Originally from Germany. She works as the Executive Director of the master programmes. During the meetings she will represent the Dean of Education in the PC. Like Ad she is also a guest of the committee.
- Maciej Szymanowski: Chair of the PC. He is representing the MM programme. Since this year he is involved in the CLI, Committee for Learning and Innovation at Erasmus University.

4. Introduction regarding the rights and responsibilities of the MSc PC –Gabi Helfert

The PC is all about quality of education. There are different sources of input and feedback for the quality of education.

1. Student evaluations of teaching on different levels like programme and course level, master thesis trajectory and thesis supervision.
2. Graduate surveys.
3. Annual performance reviews of the faculty and the academic directors
4. Examination Board and Examination Monitor
5. Accreditations (NVAO, AACSB, EFMD) - this year the EFMD accreditation was renewed and a few student members of the PC participated in this by submitting a student report.

Explanation of the different committees

- The MSc PC gives advice to the Dean of Education about the study programmes. Another task of the PC is to approve the TER.
- The MSc PC exists of 11 master programmes but the programmes MIM and CEMS have their own committee because MIM has a different curriculum and the students have no business background; and CEMS is a longer programme with additional requirements and a separate TER.
- The Faculty Council operates for the whole school, not only the educational programmes, but also research and operations. They give advice to the Dean of RSM, also e.g. related to RSM HR policy for employees and parts of the TER. The University Council is doing the same Erasmus-wide.
- The Programme Advisory Committees (PAC) are informal committees for individual RSM MSc programmes. In those PACs the academic director and students discuss the suggestions and changes for the programme itself. One of the students is also a member of the MSc PC and a link between the committees.

For further information about the presentation see attached slides which are shared with the MSc PC members.

5. PC proceedings and yearly agenda – Maciej Szymanowski

MS: The MSc PC is a body that is both approached by the school for input/ feedback, but also initiates its own input/ feedback. If the PC is approached it is usually a request for advice or consent on the different topics like curriculum changes or the TER. After being approached the PC has 8 weeks to respond. There are two types of initiatives: the Programme Committee Priority Programme and ad-hoc issues. The Programme Committee Priority Programme exists of issues that the committee defines for itself as focal points of action for the whole year. In October/ November the members scout for important issues in their own programme. It is important

that those issues need to be related to the quality of education and they need to be of interest for all the programmes. In December the PC selects the issues and forms subcommittees to work on those problems. In January/ February the subcommittees present a draft proposal about their issue and in March/ April the subcommittees have their final output. Those outputs can take on different forms, e.g. a report, a presentation, an overview or a recommendation letter. The second initiative of the committee are the ad-hoc issues. Those subjects need to be submitted to the agenda a week before the meeting. During the meeting there is a procedure in place for how the topics are discussed. It starts with the introduction of the topic, then each member can indicate what the important things are for her or him, and thereafter the committee divides the time on those issues in the ensuing discussion.

6. Proposal for changes in the Student Evaluation of Teaching (SET) – Ad Scheepers

AS: RSM wants to improve the course evaluations because there are too many differences between the individual surveys and a lot of items in the surveys measure the same things. Furthermore it is unclear what is measured, and the response rates are often too low. A SET task force was built, consisting of AS, programme management, instructors, a member of the programme committee, and later also a member of the FC. The task force conducted research, including a literature study, a benchmarking study with other schools, a pilot to test different versions of surveys, a field study with in-class evaluations, and also consulted the company that distributes EvaSys, the online survey platform used at EUR. This research resulted in a new shorter survey that measures the same core dimensions as the other surveys, but with fewer questions. Now AS asks for consent of the MSc PC to approve the short survey so that it can be implemented after the exams in October. The PC is critical about the new survey. The members miss topics like how much the students perceived that they have learned, the level of English of the instructor, the availability of the instructor, the well-being and anonymity of the students, and they are wondering whether there are differences between questionnaires submitted before or after written exams and other assignments.

GH indicates that missing course-specific questions can still be asked, but should better be asked in the in-class evaluations. The new survey has the purpose to compare the quality of the master courses. AS adds that the in-class evaluations can focus on course-specific questions, but the general survey should focus on the same questions for all courses. Due to a lack of time, MS closes the discussion and announces that it will be continued in the meeting of October.

7. Closing remarks

None.

8. Action points

What	When	Who
Form PACs	By October 2019	Each student rep for their programme
Scouting for focal issues to build sub-committees	By November 2019	All MSc PC members
Decision on SET surveys	PC Meeting October 2019	MSc PC plenary

Next Meetings:

22-Oct-19, 12.00h
 19-Nov-19, 12.00h
 19-Dec-19, 12.00h
 23-Jan-20, 12.00h
 20-Feb-20, 12.00h

24-Mar-20, 12.00h
 23-Apr-20, 12.00h
 26-May-20, 12:00h
 25-Jun-20, 12:00