

MINUTES 160TH FC MEETING – 4 SEPTEMBER 2014

Attendees

FC Members	Guests	MT	Official Secretary
Gabi Helfert	Claudia Rutten	Frank van de Kruk	Joy Kearney
Jan Sirks	Lan Lan	Abe de Jong	Karin Bongers
Nicole Morgan			Liz Derks
Youming Ma			
Frederieke Dijkhuizen			
Andrea Petri			
Lance Cosaert			

1. Opening

Gabi opens the 160th meeting at 10.30 am. As this is the first meeting of the academic year 2014-2015, everyone attending the meeting shortly introduces themselves.

2. Agenda

There are no questions or further points to be added to the agenda.

3. Minutes

Frank mentions he has no updates on the “any other business points” mentioned in the last meeting’s minutes. He did not receive any complaints about malfunction of the computers on the third floor of the Mandeville Building, so he assumes the issue has been solved but agrees to look into the matter before the next FC meeting. Gabi brings up the issue regarding the workload of the RSM faculty members that was raised during the last meeting. Frank checked with the HR department, however, they came to the conclusion that it is hard to directly relate a burnout to the supposedly heavy workload. Jan adds that the new thesis trajectory might also add to the workload, as it requires faculty members to work on it continuously throughout the summer, thereby creating more pressure. Frank agrees to look into the matter.

The minutes are then approved without further remarks or amendments.

4. Announcements

Two announcements are made on behalf of the FC:

1. Joy proposes Gabi and Lance to be, respectively, the new chairman and vice-chairman of the FC. Everyone attending the meeting approves.
2. Gabi announces Liz to be the new student assistant of the FC, as Karin is leaving.

Four announcements are made on behalf of the MT:

1. Abe thanks Juup for his work as the chairman of the FC.
2. On the 9th and 10th of June, the EQUIS accreditation body visited the faculty. The feedback and written report following the visit have been very positive and provided useful insights to the MT. The written report will be presented to the EQUIS board on the 7th of October after which renewal of the accreditation is to be expected.
3. As there are many new members in the FC, the MT figured it would be a good idea to provide the FC with some insights regarding the RSM’s strategy. Frank will check with Steef van de Velde whether he is available to give a short presentation about strategy during the next FC meeting.

4. Frank states that the budget is finalized at this very moment and that a shortfall of about 0,5 million euros is to be expected due to investments in strategy. Gabi suggests a budget meeting with the subcommittee in September, before the next FC meeting. Frank agrees to send out the invitations for the meeting as soon as the budget is finalized. The outcomes of the meeting will be discussed during the next FC meeting.

5. Legal documents Faculty Council

Joy explains that most of the legal documents regarding the internal position of the FC are outdated, in particular the "Rule of Order" and the election regulations. As such, Joy suggests a specific meeting to be attended by Claudia Rutten and some of the FC members to look into the documents and the election process and see how these can be improved. Claudia agrees to such a meeting and Andrea, Nicole, Lance and Gabi show their interest in attending the meeting. Joy adds that the visibility of the FC amongst students should also be addressed, as most of the students are not aware of its existence. She mentions the ideas of assembling a subcommittee and making some short films of people talking about their experiences with the FC to be discussed at the next meeting.

Karin raises the question whether there is currently any procedure in place regarding updating the legal documents and the election regulations. Joy states that this is not the case and that is mostly done at an ad-hoc basis, when large changes take place. Claudia adds that the last version is of 2010, so an update is would definitely be desirable. Karin asks the members of the MT about the general procedure for such updates to be made and which steps have to be taken in order for the documents to be approved. Frank answers that the MT would like to receive the document that comes out of the meeting and the legal department will assure all content is legally correct. Claudia agrees to find out what the general procedure in such a case is.

6. Update Diversity Policy

Frank mentions that the diversity policy for the support staff was an initiative of the FC, for which they are very thankful. He explains that there has been a first meeting already, in which Gabi showed a great draft and a fruitful discussion took place. Frank is waiting for actual figures to be delivered by the HR department, which will be forwarded to the FC. Taking into account these figures, a more formal diversity policy can be drafted. He is currently also waiting for more formal diversity documents on the EUR level, as there is a diversity committee and a person at the HR department directly in charge of the matter. Gabi proposes to send around the draft she presented during the internal diversity meeting that took place on the 8th of July. This way everyone can comment on it and hopefully the final document including figures can be approved by the MT soon. Gabi adds that the diversity policy for faculty members is the responsibility of Abe and asks whether there are any updates on that topic. Abe responds that he had a meeting with Gail Whiteman in which they decided to appoint a diversity committee at RSM, consisting of Gail Whiteman, the HR director and probably another senior professor. Additionally, they would like to invite people from the Erasmus MC, as they apparently have a very good diversity policy in place and meeting with them would provide useful insights. Furthermore, it would provide a basis for writing a more formal document like Gabi's in terms of content and concrete goals for internationalization and the gender diversity.

7. Update RSM reorganisation

Frank explains the reorganisation going on involves the decision to decrease the support staff on the generic side by 4.4 FTE, based on the Berenschot benchmark. Frank is currently still working on "Voornemen tot Reorganisatie" and had discussions about the matter with Jan and Gabi on a personal basis during the past few weeks. A number of preliminary decisions have been taken by the MT on support services to be decreased, terminated or organized otherwise, but the final document still needs to be completed. As soon as the document is finished, he will send it

to the CvB, who will hopefully approve the document. The intention is to send around the approved document before the next FC meeting on the 2nd of October.

8. Lack of Faculty Members Representation in the FC

Gabi sent out a letter to a number of faculty members to join the FC, unfortunately no one was willing to join. Some of them showed interest, but mentioned they currently do not have enough time, but might be willing to join the FC next year. Gabi asks if anyone has any suggestions to address faculty members to join the FC or if any structural changes can be made to make it more attractive to join the FC as a faculty member. Jan states that in current yearly evaluations, being a member of the FC is usually accounted for as taking up 10% of your time. However, if you really want less workload, people have to discuss this with their superiors; otherwise no real workload reductions are made. On the other hand, he indicates that most chairmen of the departments are not really keen on reducing the workload for teachers and researchers because they are part of the FC. Gabi wonders whether the MT can do something about this matter, such as talking to department heads. Abe says that there are significant differences between the departments, in terms of the willingness to reduce the workload as a result of an FC membership. He adds that he is in some way reluctant to interfere, since there is a conflict of interest as the FC has a monitoring role. Gabi stresses again that for most people it is a time-issue and Joy adds that cooperation of the heads of departments is required to get new members on board. Gabi suggests the MT sends out a letter to the faculty members informing them about the possibility to participate in the FC and the possibilities for a workload reduction. If this approach does not fill the vacancies, maybe more structural changes should be made. Gabi will send an invitation for a meeting to address the particular issue to Abe.

9. Any other business

1. Gabi mentions the issue about the hardship clause. Joy invited a student currently experiencing problems with the hardship clause. The (international) student quickly explains the situation, by telling she failed some exams due to personal circumstances. Immediately after the exams she sent an email to the student advisor informing them she might have possibly failed some of the courses due to these circumstances. However, no reply was received until two weeks later, when she was already back home. The student advisors have not been of help at all, which is why the student reached out to Joy. Joy stresses the importance of the case, and how the hardship clause might not function properly in these exceptional situations. Karin states that she did not have any experience with the hardship clause; however, she did have a similar experience asking the study advisors for advice in an exceptional situation. Karin suggests inviting someone from the Examination Board for the next meeting to have some clarification on the procedures for an exceptional case. Jan adds that with the decreased number of resits it is definitely important to have a clear policy in place. The number of appeals from students has increased since the "Nominal is Normal" regulation, and improvement in the structuring of the counselling is necessary. Gabi suggests inviting one of the student advisors in addition to someone from the examination board for the next FC meeting. Abe suggests Carla Dirks as the person to be invited. He suggests setting up a document with a number of specific cases related to the hardship clause to have a more fruitful discussion. Joy states that it is also very important as an international school to take into account the cultural issue that rises from this case, as it also depends on your cultural background about how much you want to share about personal matters.

Frederieke poses another question with regards to the general procedure of an appeal. As second-year IBA students they received a disappointing answer from the examination board on a particular exam issue, saying that they do not discuss directly with students. Nicole adds that it would be a great to have a student representative in such cases. The last point regarding the matter is made by Abe, who suggests checking with the program advisory committee whether this subject is not already discussed there, or inviting the chairman to the meeting to avoid double discussions. Liz will invite him to the next meeting.

2. Gabi states that in the meantime there have been more discussions about the PC issue and there will be a meeting next week which will be attended by most of the MT and FC members. Gabi hopes to get the issue resolved and get the issue of the table.
3. Gabi mentions the point about the quality of the internal communication. The FC sent out a letter to the Dean addressing the matter and they received a response on the 12th of August. The letter states that in addition to the “Steef of the Union”-meetings, which are on a quarterly basis, we will also have an employee newsletter containing the most important developments within RSM. This newsletter will also be published for students on SIN-Online. Moreover, there will also be an internal survey amongst the RSM employees about their needs and wishes for internal communication. Outcome of the survey will be discussed one of the FC meetings.

10. Closure

Gabi closes the meeting at 11.40 am.

Next FC meeting will be on 2 October 10.30 am in T03-42.

To do before the next meeting

Task	Person Responsible	Progress
<ul style="list-style-type: none"> • Check whether the computers on T3 are all functioning well; • Verify whether the new thesis trajectory might add to the increased number of burnouts; • Send out invitations for an internal budget meeting; • Send around the CvB approved “Voornemen tot Reorganisatie” document; • Ask Steef whether he could give a presentation to the FC. 	Frank	
<ul style="list-style-type: none"> • Setting up an internal meeting regarding the legal documents matter; • Inviting Carla Dirks, a representative of the student advisors and the chairman of the program advisory committee to next meeting to discuss the hardship clause issue; • Invite Steef for the next meeting. 	Liz	
<ul style="list-style-type: none"> • Reading and analysing the legal documents and seeing how these can be improved before the internal meeting takes place 	Joy, Gabi, Andrea, Nicole and Lance	
<ul style="list-style-type: none"> • Finding out the general procedure to have updates of the legal documents be approved 	Claudia	
<ul style="list-style-type: none"> • Send around the draft document on the diversity policy for others to comment; • Send an internal meeting invitation about the lack of faculty members representation in the FC. 	Gabi	
<ul style="list-style-type: none"> • Sending out a letter to faculty members informing them about the possibility to participate in the FC and the associated workload reduction 	Frank, Abe	
<ul style="list-style-type: none"> • Drafting a document containing student cases related to the hardship clause before end of September 	Younging, Lance	