



# Minutes of the *Plenaire vergadering* of the CSR on the 31<sup>th</sup> of January 2018

Council members	Guido Bakker, Pim van Helvoirt, Bram Jaarsma, Michele Murgia, Kjeld Oostra, Sebastian Proos, Mees van Rees, Loraine Smith, Teodor Todercan (until 18:00);
Council assistants	Quinta Dijk, David Nelck;
Absent	Sasha Borovitskaja, Jern Ken Chew, Deval Raj;
Guest(s)	Moataz Rageb <i>Studentassessor-CvB</i> (until 18:00), Sofie ten Brink <i>FSR FdG</i>
Minutes	Tamara van den Berg <i>Ambtelijk secretaris</i>

## Concept agenda

1. Opening
2. Mail
3. Approving the concept minutes
4. Checking the action list
5. Announcements
6. Updates DB & taskforces, representatives, Studentassessor-CvB
7. Setting the agenda
8. Budget CSR 2018
9. Kwaliteitsafspraken
10. Compensation for 1<sup>st</sup> year student OC-members
11. Model-OER
12. Sustainability
13. Instellingsplan
14. University Forum
15. W.v.t.t.k. / Any other business
16. Input request from the FSR's
17. Questions
18. Sluiting

### 1. Opening

*Pim opens the meeting at 15h07 and welcomes everyone.*

### 2. Mail

*The council discusses the in- and outgoing mail.*

- **Turnitin letter by UvA-Sociaal;** Michele offered UvA-Sociaal to join their meeting with Hans de Swart. Guido has been in contact with Juridische Zaken to get more information on the

5 steps the UvA is taking in the contract with Turnitin. Guido wants to wait for this outcome before deciding on signing the shared letter.

### 3. Concept minutes

*Setting of the minutes of PV180117 and PV180124 is postponed until next week.*

### 4. Checking the action list

*The action list gets updated.*

- 10 • Taskforce Democratization & Policy discusses whether it is necessary to set a deadline for the FSR's in discussing the procedures of dean appointments needs to be set. Pim suggests setting the deadline in 4 weeks. **(action)**

### 5. Announcements

- Kathelijn Verdeyen has stepped down as the chair of the FSR-FdG and the delegate in the CSR. The CSR expresses their regrets regarding this matter. Today, Sofie ten Brink (council member FSR-FdG) is attending the PV.
- 15 • Mees and Sasha spoke with the chair of the CvB about the function of the student assessor. They have discussed organized an open evaluation with different people from the university, which should take place before the end of the term CSR 17-18. The setup for this evaluation will be discussed later.

### 6. Updates DB & taskforces, representatives, Studentassessor-CvB

*The written updates discussed briefly.*

### 7. Setting the agenda

20 *The agenda is set with changes.*

Budget CSR and University Forum will be switched.

### 8. University Forum

*The CSR discusses the course of the first meeting of the University Forum on January 25<sup>th</sup>.*

25 **General;** Tamara asks whether there was an audience to the meeting. Sasha and Pim explain that the audience of the meeting was seated separately from the roundtables where the discussion was held. Michele says it would be more fruitful to give feedback about the forum and its goals after a view sessions when the evaluation is held. Loraine says that the CSR could also consider writing an unsolicited advice and to help to shape the evaluation. Pim suggests setting a framework for the evaluation. Quinta has asked whether the CSR can only give input to evaluate the first meeting of the forum or whether the CSR can be included in setting up the evaluation as well.

30 **View on the meeting;** Michele does not see the forum differently based on the first meeting but is surprised about the number of people showing up. David, Sofie, Mees, and Teo still feel the same about the University Forum. Guido is not surprised by the number of people showing up and states that the forum is useless. Bram says that the forum in its current form has nothing to do with the initial plans, and therefore the UvA should abolish it. Kjeld agrees with Bram. Quinta is disappointed that not all  
35 deans attended and says the meetings need a better structure. Loraine agrees with Quinta. Pim expresses discontent about the amount of CSR-members present.

**Points for evaluation**



- CSR stances that were brought up prior to the first meeting: amount of board members present, question of replacing the 'old' senate, link to the university initiative, dangers of diffusing the power of the medezeggenschap, deviation from the D&D report, followed procedure and the link to the 10-points plan;
- Input from the participants
- Goal of the University Forum

## 9. Kwaliteitsafspraken

*The CSR discusses writing a position paper about the quality agreements, together with LOF.*

Sofie says that requiring a minimum amount of hours for council work might cause inequality and differences in representations between universities and faculties. Pim explicates the difference between the compensation at the UvA and at other universities.

Michele expresses discontent about the deadline that LOF set for signing the letter. Nevertheless, he is in favor of addressing the facilitation of the *medezeggenschap* and the availability of information. Bram states that it is more important to focus on the content of education instead of setting these guidelines for *medezeggenschap*. Pim adds that, according to the minister, good *medezeggenschap* facilitates good education. Mees states that the quality agreements funds should be used to improve the quality of education and not the *medezeggenschap*. Pim is in favor of strengthening the *medezeggenschap* as for many HBO-institutions this would make a significant difference. Kjeld finds it important to stand in solidarity with other *medezeggenschap* councils. Sofie says that the letter was written by LOF, and as SOM was not included, it would not apply to HBO's. Guido says that the proposals of LOF are not applicable to the UvA, and generally too vague. Michele says that the proposals are still relevant for the OC's of the UvA, and Mees agrees. Sofie suggests addressing other facilitation issues, such as the amount of members, administrative support, etc.

**The points that will be addressed to LOF:** compensation for OC's, the time frame of the letter, general concerns about the *Kwaliteitsafspraken*, other options for facilitation.

## 10. Compensation for 1st year student OC-members

*The CSR discusses the financial compensation for first year students from the Profileringsfonds.*

Michele says that the error does not only come from the profiling funds as the compensation is also mentioned in the central manual for OC's. Tamara asks whether JZ was contacted already about exploring other options, and Kjeld will do so. **(action)** Michele asks whether it is possible to receive financial compensation after completing the 1<sup>st</sup> year of studies at another university. Guido proposes checking what compensation other universities give. Michele proposes to study retrospect compensation and part-time and full-time enrollment. Sofie explains that, according to the minister, council work in the *medezeggenschap* (and therefore also OC's) should give students a dispensation for their BSA. Pim says that this is a part of the *WHW-BSA uitvoeringsbesluit*. Bram is not in favor of using the arguments of the minister, but Michele proposes to fight for compensation of all *medezeggenschap* in light of the *Wet Versterking Bestuurskracht*. This does not directly imply abolishing the BSA-regulation, but extending the period for obtaining the BSA.

## 11. Model-OER

75 *The CSR discusses the request for advice on the bachelor's and master's model-OER.*

*-- Guido Bakker is the technical chair for this meeting point --*

- **Composition of advice**

1. **Procedure;** The council agrees to mention this in the advice.
2. **Name of the model-OER;** Mees asks whether it is really the case that the name of the model-OER gives the deans the wrong impression. Michele says that program directors and educational directors take the name too literally. When changing the name, it will become clear whether this would change anything. Pim suggests addressing instances of misinterpretation in the advice. Teo finds the name change pointless. Pim and Kjeld explain how this can benefit the faculties. Teo wants to bet 500 euros with Michele that changing the name does not counter the problems.

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**Voting proposal** The CSR is of the opinion that the name of the model-OER should be changed.

*In favor 8*

*Against 4*

*Blanco 0*

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*against 0*

*The voting proposal is adopted.*

3. **Advisory rights;** Pim explains that by shifting the rights of the articles on which FSR or OC now have consenting rights, the CSR has advisory right on the entire model-OER. The CSR could consider evaluating these agreements. The council does not want to reevaluate agreements.
4. **Discussing revision in the UCO;** Mees thinks that addressing the model-OER in the UCO might have a negative effect. The council is not in favor of bringing this to the UCO.
5. **Ask CvB to ask deans to explain faculty articles;** The council is in favor.
6. **External expert in exam committee;** Guido says that it is not sure which experts would be invited, and therefore this might have a negative outcome. Pim says that there is a student member in the exam committees of the AMC, and Tamara explains how the CSR 16-17 was working on this. Sofie explains that the student member of the exam committee does not speak out about specific cases. The council is not in favor of hiring external experts.
7. **Grades between 5,1-5,9;** The FSR-FMG says that problems occur when registering grades between 5,1-5,9. Guido explains that GALOP does not think it is possible to arrange this timely for 2018-2019 as all registrations need to be re-done for this. Pim proposes to look into this regulation within the faculties, as it is no longer binding, and phase it out over the long term. The council agrees.
8. **Mandatory presence practical exercises;** The council is in favor of addressing this.
9. **Publishing grades on Blackboard;** Guido says that it is possible to enter the grades in Blackboard without making this visible to other students. The council is in favor of not publishing the grades publicly.

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- **Articles of the model-OER**

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### **Introduction**

1. **Add a reference to *Studentenstatuut*;** The council is in favor
2. **MZ trajectory;** Kjeld says this should not be mentioned in the OER, although a clear procedure should exist. Guido proposes including it in the *toelichting*. The council agrees.



- 120 3. **Add a phrase on unsolicited advice from FSR** Kjeld says that the medezeggenschap should know about their rights, but the OER might not be the right place. However, as the other *toelichting* does mention the rights, the council agrees to take up the phrase into first article.

#### Model-OER A

- 125 1. **Bachelor MOER/Master MOER A article 1.2 – change definition;** Michele says that the FGw has reformulated this, and proposes the CSR to take over the reformulation. The council agrees.
2. **Bachelor MOER/Master MOER A article 2.1 – incorrect reference, remove;** The council agrees.
- 130 3. **Master MOER A article 2.3 and Master MOER B 3.1- involving FSR and OC in setting criteria master selection;** Michele says OC's have consenting rights on special trajectories. However, master selection does not fall under this regulation. Kjeld explains that this is still being discussed in the VSNU. Pim is not sure whether this counts as a special trajectory if applying to a track of a master. Master selection is not something the FSR/OC have rights on. The council is in favor of the proposal.
4. **Bachelor MOER/Master MOER A article 3.1- deviate from 8-8-when negatively effecting the quality of education;** The council agrees to put this into the explanation.
- 135 5. **Bachelor MOER/Master MOER A article 4.1- add right for student to ask for retake;** The council is in favor.
6. **Bachelor MOER/Master MOER A article 4.2 – right to representative practice exam, being available 2 weeks before the regular exam; Proposal 1** The council is in favor. Michele suggests also applying this to oral exams. Sofie asks in which way digital exams are included and proposes to different types of media included. Kjeld suggests including this as a 3<sup>rd</sup> proposal. **Proposal 2** The council is in favor.
- 140 7. **Master MOER A article 4.4 – incorrect reference, remove;** The council is in favor.
8. **Bachelor MOER/Master MOER A article 4.4- add locus for filing complaints;** Michele suggests stating that students can file their complaint at the exam committee. The council is in favor of adding this to the explanation.
- 145 9. **Bachelor MOER/Master MOER A article 4.5- retake period;** The council agrees to put it in the OER B so it will be defined per program..
10. **Bachelor MOER /Master MOER A article 4.6 – rounding off grades;** The council is in favor.
11. **Bachelor MOER/Master MOER A article 4.7 – writing thesis at other university;** Michele says giving this possibility might lead to easily giving away diplomas. Pim says that the exemption has to be checked by exam committee. Sofie says there is a limit to the number of ECTS that can be followed at other institutions. The council is in favor of the proposal.
- 150 12. **Bachelor MOER/Master MOER A article 4.9 - looking into results of digital exams;** The council is in favor.
13. **Bachelor MOER/Master MOER A article 4.10 – procedures for changing grades and discussing the grades;** Pim says that when a large mistake is discovered, the revision of grades should apply to all students who took the exam. Pim will write a proposal for this.
- 155 14. **Bachelor MOER/Master MOER A article 4.12 – adding time span to ask exam committee not to hand out a diploma yet (follow advice CSR09-10 and CSR14-15);** The council is in favor.
15. **Bachelor MOER/Master MOER A article 6.4 – reference to WHW-article 2.1;** The council agrees. Michele says no other stipulations can be added to the law.
- 160 16. **Bachelor MOER/Master MOER A article 6.5 – certificate for functional limitation, rephrasing into 'afwijzen'; Proposal 1** The council is in favor. **Proposal 2** The council is in favor.

### Model-OER B

- 165 17. *Bachelor MOER/Master MOER B article 1.2 – Consenting rights on language change of programs* Michele says this already differs per faculty. The council is in favor of the proposal of explaining the rights of FSR and OC.
- 170 18. *Bachelor MOER/Master MOER B article 2.2 – taking up end terms in faculty OER;* Michele says that teachers do not always look at end terms and while shaping their own courses. Pim and Mees say there is a legal obligation for setting end terms, but Michele says that not all end terms are in the advantage of the student. The council disagrees whether it is good to mention the end terms.
- 175 19. *Bachelor MOER/Master MOER B article 4.3 – OER leading above Studiewijzer, mandatory presence taken up into OER; Proposal 1* Michele says the *Studiewijzer* has no juridical value and therefore lower status. Sofie says that a lot of regulations are spread out over documents on which the FSR does not have consenting or advisory rights. It would, therefore, be useful to include these regulations in the model-OER. The council is in favor. **Proposal 2** The council is in favor.
- 180 20. *Bachelor MOER/Master MOER B article 4.9 – arrangement for retakes;* Michele says this should be decided at program and faculty level. The council is not in favor of offering options, but Pim believes this would help the FSR's.
- 185 21. *Bachelor MOER/Master MOER B article 4.4 – refer to model-OER B article 5;* The council is in favor.
- 190 22. *Bachelor MOER/Master MOER B article 6.1 and 6.2 - admittance and end results, mention of educational director;* Michele says that the fact that the article was moved to OER B means that OC's have rights on honours programs while the honours programs do not have OC's. Therefore, the article should be in OER A until the honours programs have an OC. Pim says the FSR still has consenting rights on the exit terms of the program and the OC has rights on the entrance to honours programs. Michele says removing this will influence the right of FSR. Pim will look further into this and make a proposal next week. **(action)**
23. *Bachelor MOER B article 8.1 – course evaluations;* Sofie expects that faculties already have these procedures in place. Michele says this is legally complex as OC's can diverge from UvA-Q, while UvA-Q is used. It is possible that the OC and dean or program director differ in their choice for an evaluation form. Pim will look further into this and make a proposal next week. **(action)**

**Voting proposal:** The CSR decides to share the juridical advice from *Dijkgraaff Advocatenkantoor* on the model-OER with the CvB.

*In favor* 3

195 *Against* 6

*Blanco* 1

*Abstain* 2

*The voting proposal not adopted.*

200 Pim suggests asking the CvB for the report from the *Algemene Rekenkamer* in exchange.

**Voting proposal:** The CSR decides to share the juridical advice from *Dijkgraaff Advocatenkantoor* in exchange for the confidential report of the *Algemene Rekenkamer*.

*In favor* 2

205 *Against* 3

*Blanco* 3

*Abstain* 2

*The voting proposal not adopted.*



210 **Voting proposal:** The CSR informs the CvB that only a small amount of people were against sharing the juridical advice on the model-OER with the CvB.

*In favor 2*

*Against 2*

*Blanco 4*

215 *Abstain 3*

*The voting proposal not adopted.*

Teo expresses strong discontent about discussing the articles of the model-OER separately as this disadvantages the FSR's while the CSR had already stated to be fundamentally against the model-OER.

## 12. Instellingsplan

220 *The CSR discusses the institutional plan to prepare for the round table discussions.*

Pim proposes all council members to forward their points to Education & Vision. Sasha will voice the opinion of the CSR during the roundtable discussion, based on this input and after discussing this with the taskforce. **(action)**

## 13. Budget CSR 2018

*The CSR sets its internal budget 2018.*

225 Tamara asks whether the organization of the CoBo in January 2018 was maximum €800,- as is now stated in the budget. PR confirms this. Sebastian says that a neon sign for the window costs about €400,-

*-- Teo Todercan and Moataz Rageb leave the meeting --*

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Loraine asks whether €300,- for representation costs is sufficient. PR says that it is. Guido wants to make *visitekaartjes* and PR says that they are working on this.

**Voting proposal:** The CSR decides to adopt the CSR budget 2018 as presented at PV180131.

235 *In favor 7*

*Against 2*

*Blanco 0*

*Abstain 2*

*The voting proposal is adopted.*

## 14. Input request from the FSR's

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- *Financial compensation for 1st year students in OC's.*

## 15. W.v.t.t.k. / Any other business

*None.*

## 16. Questions

- Guido says that the GALOP communication working group asked the CSR for their opinion on the harmonization of the name of communication desks. This will be further discussed within the taskforce.
- Pim looked into the minutes of the CBO and is willing to explain them.

- 245
- Pim asks the taskforces to set and send their priorities.
  - Pim explains that JZ is not yet taking up the CSR regulations as they are currently very busy with other files.

## 17. Ending

Pim closes the meeting at 18:16h.

## Decisions

- 250
- 180131-01** The CSR is of the opinion that the name of the model-OER should be changed.
  - 180131-02** The CSR decides to adopt the CSR budget 2018 as presented at PV180131.

## Action list

- 255
- 180131-01** Taskforce Democratization & Policy discusses whether setting the deadline for the FSR's to give input on the different procedures of dean appointments in 4 weeks is suitable.
  - 180131-02** Kjeld inquires what different possibilities JZ is researching to possibly compensate 1<sup>st</sup>-year OC-student members for their work.
  - 180131-03** Pim writes a concept advice on the model-OER for PV180207 and looks more into the proposals about model-OER part B articles 6.1, 6.2, and 8.1.
  - 180131-04** All council members forward their input for the roundtable discussion *Instellingsplan* to taskforce Education & Vision.
  - 180124-01** Taskforce Facilities & Housing works out the plan and strategy to discuss sustainability.
  - 260 **180124-02** Michele looks up more information on temporary contracts in UvA-data and contacts UvA-Holding for information about the temporary contracts which fall under the UvA-Holding.
  - ~~**180124-03** Sebastian finalizes the CSR 2018 budget for PV180131.~~
  - 265 ~~**180124-04** Michele prepares the case study of the organization of OC elections for the hei session CSR-CvB.~~
  - ~~**180124-05** Pim and Sasha look into articles of the model-OER that are connected to the articles of the Studentenstatuut.~~
  - 180124-06** All taskforces set a goal (or two) which they sent to Pim, prior to **February 5<sup>th</sup>** PV180131. Pim shares the goals with ~~Kathelijn~~, Kjeld and Michele and they present an overview and plan at PV180207. Sasha makes sure all taskforce heads are informed about this plan.
  - 270 **180117-01** Sasha writes an update to inform the council why it is not possible to grant voting rights to the council assistants.
  - 180117-03** Taskforce Programs & Accessibility researches the possibilities to extend the model of a tuition fee free board year to international students.
  - 275 **180117-06** Bram writes a meeting piece for PV180124 on Housing and Internationalization.
  - 180117-07** Taskforce Facilities & Housing checks the shortage of examination rooms for digital exams.
  - 180117-08** ~~All~~ **The Dig&SS, E&V, F&C and D&P** taskforce heads write a short text of 150 words in Dutch and English about the files and subjects they are working on, before January 26<sup>th</sup>.
  - 280 ~~**180110-02** Taskforce Facilities & Housing investigates the possibilities of using external study places and opening these up to UvA-students.~~
  - 180110-03** The representatives discuss the proposed procedures for dean appointments with their FSR.
  - 180110-04** David organizes a file holder meeting on the procedures for dean appointments, after the initial stances of the council are known.



- 285 ~~171220-02~~ — ~~Quinta writes a meeting piece for PV180131 on the first meeting and evaluation of the University Forum.~~
- ~~171220-04~~ — ~~All council members forward a slogan for the council elections to taskforce PR.~~
- 171220-05** Loraine checks whether the cleaners on the UvA-locations are hired by different companies.
- 171220-07** David asks the FSR's about their vision on the NSE and organizes a file holder meeting afterwards.
- 290 **171220-09** The representatives **from the FSR-FdR and FSR-FEB** check their FSR-archive for discussions and information on the NSE.
- 171220-11** Pim and Sasha discuss the Draaiboek Opleidingsaanbod.
- 171213-05** Pim voices at ISO that the FSR FMG and the CSR see the importance of schakeltrajecten.
- 295 **171206-02** Raj gathers information about peer reviewing at the different faculties.
- ~~171206-09~~ — ~~Kjeld organizes a meeting to discuss the role of the representatives in relation to FSR and CSR.~~
- 171108-02** Sasha and Tamara arrange a training on the writing of meeting pieces and time management.
- ~~171108-12~~ — ~~Taskforce Digitalization & Study Support informs the FSR's about addressing problems regarding discuss the obligatory purchase of binders with study materials to program directors.~~
- 300 **170823-06** Michele will make a plan to involve the FSR's in setting up the BSA-evaluation and informs the FSR's about the position of the deans in this.

## Pro memorie

- 140908-04** The DB is strict about *nazendingen* and being present in time.
- 140908-05** A double check on the spelling and grammar should be done for all communication. Taskforce heads have the final responsibility in this.
- 305 **141208-04** The taskforce heads notify the PR-taskforce after their meetings which files should be raised in the media.
- 150420-01** All DB-members send their updates before Sunday 20h. and write their updates linked to all specific files of the taskforces.
- 150907-02** Sasha sends a weekly Monday mail with all the activities of the upcoming week.
- 310 **151019-03** Sasha notifies the FSR's after the PV on which topics the CSR needs input.
- 160502-01** Pim and Sebastian take good care of the plants.
- 161017-04** The taskforce heads make sure that everyone gives proper feedback in their taskforces about the work, steering and soundboard groups, and they make sure the documents are saved on the P-drive.
- 315 **161017-05** The taskforce heads oversee the diverse division of speakers for the OV.
- 161031-01** Bram and Sasha organize fun activities for the council on regular basis.
- 170201-04** The council oversees a proper balance between small and large files in the PV.
- 171101-01** All council members archive their documents in the P-drive.
- 171108-04** The representatives check whether the agendas, minutes and letters of the FSR's are being published online.
- 320 **171129-14** Mees and Sasha keep in mind for the upcoming UCO-meeting on Honours that UvA-Q reports are filled in for honours courses, while there are no OC's to check these evaluations.