



# Minutes of the *Plenaire vergadering* of the CSR on the 2<sup>nd</sup> of May 2018

Council members	Pim van Helvoirt, Bram Jaarsma (15:01-17:33), Jern Ken Chew (16:11), Atma Jyoti Mahapatra (15:19), Michele Murgia, Kjeld Oostra, Sebastian Proos, Mees van Rees, Loraine Smith, Teo Todercan;
Council assistants	Quinta Dijk, David Nelck;
Absent	Guido Bakker, Sofie ten Brink, Sasha Borovitskaja;
Guest(s)	Moataz Rageb <i>Studentassessor-CvB</i> , Jason Biemond <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, delegates, Studentassessor-CvB
7. OV-recap
8. Privacy
9. Canvas
10. Instellingstoets Kwaliteitszorg (ITK)
11. Diversity
12. Internationalization
13. W.v.t.t.k. / Any other business
14. Input request from the FSR's
15. To the media
16. Questions
17. Sluiting

### 1. Opening

*Pim opens the meeting at 15.00h and welcomes everyone.*

### 2. Mail

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

### 3. Concept minutes

The minutes of PV180314, PV180321, PV180328, PV180404, and PV180411 and PV180418 are set. Setting the minutes of PV180425 is postponed until next week.



#### 4. Checking the action list

5 *The action list gets updated.*

-- Atma Jyoti Mahapatra enters the meeting --

#### 5. Announcements

- Kjeld asks all council members to help with the neutral campaign during the election period.
- Pim wants to ask the CvB what they will do with WOinActie during the action week. **(action)**
- 10 • Pim and Quinta have taken up the revision of the *Studentenstatuut*.
- The UvA will be closed on May 10 and 11.

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

*The written updates are discussed briefly.*

#### 7. Setting the agenda

*The agenda is set with changes.*

*Added: Election week, Tariffs services, Fun council trip.*

#### 8. OV-recap

15 *The CSR goes over the course of the OV CSR-CvB on May 1st.*

- **Organization of the elections:** There will be a follow up meeting with CvB/BC.
- **Privacy:** Most questions were answered. The tracking and cookie policy will be looked in and discussed on May 8<sup>th</sup>. Student assistants training will be taken care of.
- **Model-OER:** The CSR has to suggest giving consent on language policy to OC or FSR. Michele suggests e-mailing the FSR's about this, after discussing this in E&A **(action)** The discussion helped to clarify the points of the CSR's advice. There will be a reaction from the CvB and a letter towards the dean. Michele stresses that FSR/OC are currently discussing OER's that are not based on the final OER. Bram was unhappy with the argument of JZ on mandatory tutorials.
- **1<sup>st</sup> year students in mz:** The discussion clarified the CSR's advice, and they now await the CvB's response. Bram suggests starting a lawsuit about the unequal treatment, but the council wants to await the official response of the CvB first.
- 25 • **International students in mz:** The CvB rejected CSR's proposal and suggested including it in the *Profileringsfonds*. Bram is against the proposal of the CvB; this will be taken up in the taskforce.

-- Jern Ken Chew enters the meeting --

#### 9. Privacy

30 *The CSR discusses the request for consent on the Privacy policy, processing of personal data, and camera surveillance regulations.*

Michele will meet Dominique Campman on May 8<sup>th</sup> to further discuss the questions of the CSR that were asked during OV180501. The council goes over the answers of JZ/CvB during the OV:

- The COR and CSR will get insight into the yearly report.
- 35 • JZ will emphasize the proactive role of the UvA in providing information about sharing data and the possibility to request insight in which data is being shared. JZ will setup a consciousness campaign and include information about this in the FAQ. The CvB should make



explicit that a request can be made to see which parties data are shared with. The button to file this request should also be easy to find.

- Cookie tracking and MAPIQ will be discussed further with JZ.

Points that will be included in the CSR's reaction letter are:

- Including student assistants in the AVG-training
- Privacy shield, although it cannot be included in the policy. This will also be taken up with JZ.
- 'Caretaking of education'. Michele says that JZ is keeping the definition broad, but the council should counter the option of profiling or sharing the data with a study advisor. Sharing data will be considered per faculty, but this will be taken up with JZ to discuss what is the right place for including a guideline on the ways of handling data.

The CSR will decide next week on their reaction to the request for consent on the Privacy Policy, processing of personal data, and camera surveillance regulations based on the expected extra information from the COR and JZ.

## 10. Canvas

*The CSR discusses including a link to the medezeggenschap in Canvas.*

Mees asks David for a motivation to sending all OC's an e-mail. David wants to ask all OC's whether they agree with the CSR on the problems and solutions about their visibility in Canvas.

Michele disagrees with the plan as the CvB will not change their mind and the CSR is looking for alternatives at the moment. Pim says that despite the CvB disagreeing it is important to ask the OC what they need. Kjeld suggests picking this up at the faculty level; the FSR has certain autonomy on shaping their CANVAS page. David says this needs to be taken up centrally.

Michele asks how the FSR or OC would be included in Canvas as there is no model template. David says that a technician needs to be hired. Michele says that the project team FGw said it is not doable as the OC need to be included per separate , but Mees says that at the VU the OC is displayed per faculty.

There will be an editorial round for the mail to all OC's until May 4<sup>th</sup> 15h. **(action)**

## 11. Instellingstoets Kwaliteitszorg (ITK)

*The CSR discusses the UvA's self-reflection for the upcoming ITK.*

Kjeld asks to what extent FSR's will be involved. Alexander Babeliowsky organized a meeting with all FSR's and they have been included in the roundtable discussions. Mees suggests doing an extra round for the FSR's to give input on the final advice request which is expected on May 22<sup>nd</sup>.

**General:** The council asks whether the advice is too positive. Mees says this is done to avoid extra bureaucratic pressure after ITK, as happened in Wageningen. Mees explains that broadly 3 points have been set out.

**Chapter 1:** Ken asks whether intercultural learning is taken into account when discussing internationalization. Ken suggests relating this to the language courses. Michele and Mees do not find this chapter critical enough.

**Chapter 2:** Michele notes that Diversity officer is subject to critique. Loraine and Michele say that the appointment also does not guarantee a good outcome, and that the faculty Diversity Officers are being underpaid. Mees says that the analysis only mentions the appointment, not the outcome. Ken suggests looking into decentralizing the StS services. Michele suggests looking at central/decentral facilities and services overall. Loraine says that there is pressure on the balance between research and education for employees, but on students as well. i.e. because of the BSA. Pim wants to mention the long time it is taking to complete the *Kader Toetsbeleid*.

**Chapter 3:** Atma asks whether UvA-Q and other options are included, as a low turnout for the course evaluations at the FEB gives low input to UvA-Q and the subsequent monitoring. Mees says this varies per faculty. Pim says that the UvA should urge students to fill the course evaluations to make the data more usable. Michele says that the turnout is also linked to the fact that OC's cannot personalize the evaluations per program and UvA-Q is not suitable for every program. Loraine says that there is plenty of critique on UvA-Q whether it is able to measure quality and Mees says this included in the self-reflection. Mees says that the notes are not very self-critical on this point. Atma says that either UvA-Q should be broader than a course evaluation or there should be different evaluation mechanisms as it is now difficult to gather data. Michele counters the note that there would be no critique on UvA-Q and everything is working fine. Michele adds that education directors do not always write year reports.

**Chapter 4:** Atma says that students are not exposed to the instruments of ITK/NSE. Michele says that the NSE is being revised. Michele criticizes the link to the work field, and Mees says that the programs fall under a work field advisory council. Pim says that this should be considered properly. Mees will bring all these preliminary points to the meeting with Alexander Babeliowsky. **(action)**

## 12. Diversity

*The CSR gets informed about the ways to proceed working on the Diversity file.*

Mees asks how many assistants the Diversity Officer has, Loraine says 5 in total. Kjeld suggests looking into the ECTS that these assistants get as compensation and also into hiring students from outside AUC. Mees asks about the position of the Diversity Forum. Loraine says that the Forum never formed an official stance. Ken adds that participation is on voluntary basis and that the platform follows from the D&D report.

David asks which reasons Anne de Graaf has given for not doing her job as expected. Loraine and Ken are not sure, but say that Anne de Graaf has not been very responsive on this point. Loraine adds that the Diversity Forum had a systematic critique on the approach of De Graaf, who does not include this systematic critique in her work. Quinta says that De Graaf must be aware of these mechanisms and rhetoric, but Loraine says that the acting of De Graaf does not show so. Ken says that it is important to create structures in which De Graaf can be held accountable.

## 13. Internationalization

*The CSR gets informed about the internationalization policy, in anticipation of the Education Day.*

Mees asks whether a diverse background of teaching staff refers to their background or their specialization. Ken indicates that it concerns having different academic specializations per program, but that background also influences the curriculum. Mees disagrees with this approach.

Michele asks whether ECTS will be given for the language courses as they are part of a larger program.

Mees asks about the rationale behind the distribution of the university's spending, Ken says that this includes matching, marketing, administrative work, alumni connections, etc. Ken will try to gather more information about the chosen division and rationale. **(action)**

*-- Bram Jaarsma leaves the meeting --*

Pim asks about the language of study associations, as building a community might be more complicated when internationalizing and/or changing the language of the study association. Kjeld says that according to the *bestuursbeurs* from the *Profileringfond*s, associations that become international can get extra funding.

Pim asks which level of English is required for the teaching staff, but Ken is not sure.



Pim suggests expanding the global university classroom by offering scholarships to lower income students and making the UvA more accessible. Michele says that there should be an emphasis in this selection on more than competence. Ken says that the underrepresentation of certain groups at the university is being looked into.

125 Michele says that the offering of UvA Summer Schools cannot be stimulated centrally as they are paid for by the faculties, and they are very expensive and only for internationals. Ken says that the UvA is looking into attracting Dutch students as well.

Loraine says that a sense of reality should be included in the communication to international students. Ken says that the UvA should try to inform them better about the housing situation, the curriculum, and the student culture/involvement.

130

#### 14. Election week

*The CSR discusses the neutral campaign during the election week.*

Kjeld asks all council members to help with the neutral campaign during the election period. PR will also ask the FSR's to be present, help handing out flyers, and to promote the elections online. Pim asks what happened to hiring a student, but PR did not consider this useful enough.

135 Pim asks whether the UvA Facebook page promoted the elections event. The debate, event and promotion video will also be shared by ASVA.

#### 15. Tariffs services

David Jan Donner (COR) has asked taskforce F&H for input, who now ask taskforces E&A and D&SS to help them. It needs to be checked whether the Chrome Books are sufficient for digital examinations and what the exact financial incentives were to shift to these laptops, together with possible issues on privacy. Kjeld will forward the message and the taskforces F&H, E&A and D&SS discuss who will take this file up. **(action)**

140

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

*None.*

#### 17. Input request from the FSR's

- OC/FSR language change
- Privacy

#### 18. To the media

145 *None.*

#### 19. Questions

- Pim asks all council members to indicate whether they would like to attend the evaluation of the function of central student assessor. **(action)**
- Pim suggests drafting a message to the parties running for CSR about the workload and responsibilities that can be expected.

#### 20. Ending

150 Pim closes the meeting at 18.01 h.

## Decisions

None.

## Action list

- 155
- 180502-01** Michele updates the CSR-office cleaning schedule.
- 180502-02** Pim asks the CvB for their plans during the *WO-in actie* week.
- 180502-03** Taskforce E&A discuss the FSR/OC's about the right to consent in case of a change in language.
- 180502-04** David sends the mail to OC's about the implementation in CANVAS for an editorial round until May 4<sup>th</sup>, 15.00h.
- 180502-05** Ken tries to gather more information about the rationale behind the division of university spending.
- 160 **180502-06** Taskforces F&H, E&A and D&SS discuss who will take up the file on services tariffs.
- 180502-07** Council members that want to attend the evaluation of the function of the student assessor inform taskforce D&P.
- 180502-08** Mees brings the points of the CSR on the critical self-reflection ITK to Alexander Babeliowsky.
- 165 ~~**180425-01** Bram sends the advice on institutional tuition fees for an editorial round until April 30, 10.00h.~~
- ~~**180425-02** Michele writes a memo with questions about the request for consent on the Privacy Policy for the OV and a follow-up meeting piece for PV180502.~~
- ~~**180425-03** The delegates asks their FSR's to give input on the Privacy Policy and Regulations on camera surveillance by April 29.~~
- 170 ~~**180425-04** Michele gives editorial comments to the concept letter on Deutsche Bank from the FSR-FMG.~~
- ~~**180425-05** Jason asks the FSR-FdG whether they are lacking IT-facilitation.~~
- 180425-06** Atma checks the OC's stances towards the instalment of a numerus fixus, and informs the CSR about the selection criteria that will be used.
- 180425-07** Pim inquires the status of the evaluation of the FEB's numerus fixus with Mariska Herweijer.
- 175 **180425-08** Bram forwards his input for the roundtable discussion with OCW to the CSR and the Studentassessor-CvB.
- 180425-09** Ken composes an overview of the points the CSR would like to address during the roundtable discussion with OCW.
- ~~**180425-10** Mees forwards the updated reflection document of the ITK to the council.~~
- 180 **180425-11** Bram works out a proposal for a fun trip (dinner/boat) with the council.
- 180418-01** Taskforces D&SS and F&H gives follow-up to the meeting on the digital examination rooms.
- 180418-02** Guido asks the FSR's for their input on sharing video lectures within a course and between programs.
- 180418-04** **Taskforce Education & Accessibility** Mees and taskforce Program & Accessibility take up the rearrangement of holidays in the second semester, in relation to Mental Health.
- 185 ~~**180418-06** Loraine and Bram respond to the request from the FSR-FMG on the letter about transition programs.~~
- ~~**180418-09** Bram discusses the new REC lecture hall in relation to the campus vision with Otto van Tubergen.~~
- 190 **180418-11** Pim asks ISO during the next AV to give an explanation of their statement about the national labour market.
- 180411-03** Taskforce PR considers the proposal to name the new bridge at REC, and inquires which plans the CvB has in this regard during the OV.
- 195 **180411-11** Guido writes a follow-up meeting piece to discuss the proposals from the file holder meeting on Blended Learning.



- 180411-12 Taskforce Programs & Accessibility discusses a follow up for the diversity file and comes back to this during PV180502.
- 180411-13 Taskforce Finance & Collaboration discuss the *kwaliteitsafspraken* and possible scenarios for the UvA, and they ask the FSR's for input on the agreements and the procedure.
- 200 180328-05 Taskforce Democratization & Policy and the DB ask the FSR's for input about the ideal structure of the CSR and discuss writing a memo about this (change of) structure.
- 180314-04 All council members compose an overview before April 23<sup>rd</sup> of the hours they spend from March 19<sup>th</sup> until April 15<sup>th</sup> on council work, studying, their job, and other obligations. An indication of the stress level (1-5) will be added. **Quinta brings the overview to PV180509.**
- 205

### 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.
- 141208-04 The taskforce heads notify the PR-taskforce after their meetings which files should be raised in the media.
- 210 150420-01 All DB-members send their updates before Sunday 20h and write their updates linked to all specific files of the taskforces. Delegates send their updates before Wednesday 12h.
- ~~150907-02 Sasha sends a weekly Monday mail with all the activities of the upcoming week.~~
- ~~151019-03 Sasha notifies the FSR's after the PV on which topics the CSR needs input, if mentioned explicitly during the PV.~~
- 215 160502-01 Pim, Teo 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. **Council members archive all their documents in the P-drive.**
- 220 161017-05 The taskforce heads oversee the diverse division of speakers for the OV.
- 161031-01 Bram and Guido organize fun activities for the council on regular basis.
- 170201-04 The DB 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 delegates check whether the agendas, minutes and letters of the FSR's are being published online.
- 225 180207-01 Council members try to take care of expressing their opinions and give arguments for their standpoints.
- 180319-01 The DB makes sure that the CSR 18-19 gets informed properly about the request for advice on *schakeltrajecten* that can be expected in September 2018.