Draft minutes meeting Faculty Council – Faculty Board
February 26, 2024

Present FC: Anastacia Peters (chair), Martina Huber (vicechair), Sophia van Goor, Tessa Gote, Adela Gregáňová, Laura Heitman, Floris Hessels, Linda Holtman, Henk Hoekstra, Leon Huiszoon, Joey van Oirsouw, Veerle Verbeek
Present FB: Jasper Knoester, Bart de Smit, Suzanne van der Pluijm, Nalani Verwoord, Floris van Kampen (Secretary of the Board)
Official secretary FC: Liselore Brederode
Guests:
Johan Detollenaere (Information manager) for subject 2
Kirsten Martens (Policy advisor Education) for subject 3
Conny Schaap (HR adviser) for subject 4
Absent: Michelle Spierings

1. Opening remarks and approval of the agenda
Peters opens the meeting at 15:35 hrs. and welcomes those present. On behalf of the council an additional subject, the AEG-model, will be discussed under subject 9. With this subject the agenda is set.

2. IT related subjects
Informative presentation.
Detollenaere informs the council about the IT Workgroup, the IT Project calendar, the migration from GROS to SOFOS 360 and the BYOD project (Bring your own device for students).
The presentation will be sent to the council afterwards.
The council asks a few questions regarding BYOD.

Is there a list of future available software so that teachers can prepare in advance for their lectures next year?
All available apps can be found on the platform itself. Teachers will be asked in advance what licenses are needed. Detollenaere will pass on the request for making an overview for teachers containing all the available apps.

What is the solution when a student's laptop is (temporarily) out of use?
It is currently coordinated with the ISSC that a limited number of laptops will be made available for temporary loan.
Thanks to Detollenaere for giving the presentation.

3. Leiden Register of Programmes FWN
(Leids Register Opleidingen FWN – LRO)
Request for advice.
Attachment:
- Memo FR Leids Register Opleidingen (LRO) 2025-2026
- LRO 2025-2026 totaal met richtingen voor faculteiten FWN feb 24
Kirsten Martens, education policy officer, is present for comment.
De Smit discussed the LRO in detail with the Students and Education Policy Committee on February 21.
The council has no recommendations for adjusting the LRO.

The faculty board will determine the document on February 27, after which it will be send to the Executive Board.

Thanks to Martens for providing explanation.

4. Collective labor agreement (cao) and policy FWN surrounding teaching PhD's
For discussion.

Van der Pluijm explains how the current situation came to be and how it will be resolved.

A few months ago some PhD candidates were having doubts if their contract and salary were (still) in order.

Van der Pluijm indicated that we are currently making an inventory whether PhD candidates might have been assigned the wrong job profile. This depends on the circumstances of each individual case and we therefore need to resolve it on an individual basis. Once we have completed this inventory the relevant employees will be approached on an individual basis. The aim is to finalize this within a few weeks.

During the meeting a remark was made on salary increases for PhD's after 4 years of service. In that regard, it was pointed out that employees do not automatically move up a step in their pay scale every year. This depends on various elements, for example the fact that employees at some point may reach the maximum of their pay scale which is the case for PhD-candidates after four years of service. If a contract of a PhD-candidate is extended this does therefore not automatically give them the entitlement to a salary increase.

For the future we expect to prevent ambiguity, to make sure to have clear agreements in place for all parties at the moment of hiring.

The council would like to be kept informed about the ongoing process and overall outcome.

Thanks to Schaap for providing explanation.

5. Proposed titles for institute board members
Consultation.

Attachment:
- 084-24 Memo FB FWN_Concept titels leden instituutsbesturen

The suggested titles for the portfolio holder education and the portfolio holder operational management ("Onderwijsdirecteur" and "Operationeel directeur") yield the same abbreviations in Dutch, that is to say "OD", which is also the current abbreviation for Programme Director ("Opleidingsdirecteur"). The council considers this to be inconvenient.

In the last paragraph of the presented document, the faculty board indicates: "However, the content, and not the possible abbreviation, was leading in this proposal”. The council disagrees as abbreviations are commonly used in the faculty and university and therefore considers them to be as important as the titles.

The council suggests to modify the title “Operationeel directeur” to “Facilitair directeur”. Also suggested is to determine the abbreviations in advance and not by the organisation itself afterwards, for example by using three letters instead of two, resulting in various abbreviations.

According to the board the titles were very difficult and she encountered the same issues as the council. The suggestions of the council will be taken in consideration. The board promises to determine all abbreviations in advance.

6. Draft procedure for appointing portfolio holder education (institute board)
Consultation.

Attachment:
- 085-24 Memo FB FWN_Benoemingsprocedure pfh. onderwijs instituutsbestuur
The council considers it necessary that the portfolio holder education is very familiar with not only the content of the education provided by the institute, but also the management of the education. This person must be well informed and involved in all the issues within the institute in order to know how to manage and how to lead the staff. The council’s preference is appointing a Programme Director, which the reorganisation plan also emphasizes.

The council is concerned that the appointment advisory committee (BAC) has insufficient insight into educational matters to be able to advice about the right person. Therefore the council advices that the proposed BAC member from the institute council should have a strong affiliation with education and its organisation. The council also advises to change the “member of the academic staff” in the BAC to “staff member”: this will allow institutes to for instance select a study coordinator to be part of the BAC.

The faculty board appreciates the advice and will take it in consideration.

The council asks a few questions.

Why does the BAC have a HR advisor?

The Head of HR is part of the BAC because of their expertise and being highly capable to assess whether someone has, or is able to develop, the required management skills. The input of HR is considered to be very important.

When recruiting staff for a higher position like a member of the board of the Institute, it is common that scouts will investigate possible candidates. Why is this method being renounced?

This concerns an abbreviated and one-off procedure. The regular procedure for all three functions is also being drawn up for future use. These procedures will be drawn up after the implementation of the collegiate institute boards is completed.

7. Action points and minutes from the previous meeting

Attachments:
- Minutes meeting FC-FB January 26, 2024

The minutes are adopted unchanged.

In response to the action points:

20240122-5
A staff member of the UFB will be invited for the meeting in April or May to inform the council about the catering possibilities.

The other action points are pending.

8. Questions, comments and open forum on behalf of the Faculty Board

a. Received and sent documents Jan 2024

Attachment:
- Received and sent documents Jan 2024

The council has no questions or comments.

b. Decisions of the Faculty Board Jan 2024

Attachment:
- Decisions of the Faculty Board Jan 2024

The council has no questions or comments.

9. Questions, comments and open forum on behalf of the Faculty Council
a. Update changes AEG-model (university’s intern allocation model for government funds – first cash flow)

Van der Pluijm gives an update.

Initiated by the Executive Board, the last few months the AEG-model has been discussed with all Faculty Boards because of the model is considered to be outdated and in need of modification. All boards agreed upon renewing the model. The design and terms of the new model is being discussed by the Executive Board and the University Council.

The currently used model was drawn up ten years ago with the purpose to stimulate research by applying certain parameters in the model. An analysis by the Finance Directorate has led to the conclusion that in the near future these parameters will cause a larger expenditure than the funds received by the university by the government.

Although a negative consequence for FWN is expected when the new model goes in effect, renewing the model is considered to be necessary to fairly divide incoming funds between the faculties.

Expected consequence for FWN when changing the model is a lesser faculty growth financially. It remains to be seen what the effects will be for the individual institutes.

FWN has some concerns about whether goals are being achieved within the parameters such as ECs, the number of diplomas, etc. However, these concerns are not new and were also there with the use of the old model.

The Faculty Board awaits the outcome of the discussion by the Executive Board and the University Council.

The council would like to be kept informed.

Closed part of the meeting:

10. Update process reorganisation

Informative.

The board has no updates, other than that the process is proceeding as planned.

Peters thanks all those present and closes the meeting at 17:03 hrs.

Action points

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<thead>
<tr>
<th>Number</th>
<th>Who</th>
<th>Action</th>
<th>Status</th>
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<tr>
<td>20240122-5</td>
<td>Van der Pluijm</td>
<td>Invite a staffmember of the UFB to inform the council about the catering possibilities.</td>
<td>Meeting April or May</td>
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<tr>
<td>20240122-5</td>
<td>De Smit</td>
<td>Bring the subject &quot;one-time option for retaking a passed grade&quot; under the attention of the study advisors for submitting this to their presentations.</td>
<td>Pending</td>
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<tr>
<td>20231204</td>
<td>Leon &amp; Veerle</td>
<td>plan opstellen voor budget extra middelen voor de medezeggenschap</td>
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