Draft minutes meeting Faculty Council – Faculty Board
January 22, 2024

Present FC: Anastacia Peters (chair), Martina Huber (vicechair), Tessa Gote, Laura Heitman, Linda Holtman, Henk Hoekstra, Lars Jeuken, Michelle Spierings, 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:
Henriëtte Pluimers (HR advisor) for subject 2
Kirsten Martens (Policy advisor Education) for subjects 3 and 4
Absent: Sophia van Goor, Adela Gregáňová, Floris Hessels, Leon Huiszoon, Joey van Oirsouw

1. Opening remarks and approval of the agenda
Peters opens the meeting at 15:38 and welcomes those present.
Due to Gregáňová's absence, the meeting will be held in Dutch and the minutes will also be made available in English afterwards.

2. Reorganization plan
For approval by the staff section of the council.
This subject will be discussed in Dutch because of the technical terminology and accuracy.
Attachments:
- 2i 020-24 Memo FB aan PG FR_Verzoek tot instemming concept reorganisatieplan
- 2ii 020-24 Bijlage 1. FB FWN_Concept reorganisatieplan tbv besturingsmodel_17 jan 2024
The draft reorganisation plan constitutes phase 4 of the reorganisation process as prescribed in the Reorganisation Code Leiden University 2022. The draft reorganisation plan describes the envisaged new organisation. It concerns an elaboration of the purpose, task and set-up of the new collegiate boards, and the functions and formation that go with it.
The first version of the draft reorganisation plan was adopted by the Faculty Board on 14 November 2023 and subsequently submitted to the staff directly concerned for consultation. The faculty board then carefully weighed all the views submitted on this during the period from 1 to 12 December 2023, and made a number of adjustments in response to the views, resulting in a second version.
The second version of the draft reorganisation plan was submitted to the staff section of the Faculty Council for advice on 13 December 2023. The staff section issued a written advice to the Faculty Board on 11 January 2024. The Faculty Board carefully weighed the advice of the staff section and made adjustments accordingly, which resulted in a third version of the draft reorganisation plan on which consent is being requested from the Staff Section by the Faculty Board today.
The Staff Committee thanks the faculty board for the adjustments made in response to the submitted advice.
The role of education portfolio holder is 0.5 FTE, as is the role of programme director. However, when this role is combined with that of programme director, the total size is set at 0.7 FTE and not 1 FTE, leaving room for other activities. The staff delegation sees a contradiction in this and asks for clarification. It is expected that both roles combined will be performable within 0.7 FTE, on the other hand, career-appropriate personal arrangements can be made here, such as if the candidate wishes to focus more on the managerial role.
In the first one to one-and-a-half years, it will become clear whether the 0.7 FTE was a realistic estimate.
The separate naming of the 0.5 FTE for the roles indicates the FTE reserved at the institutes.

The FR Staff unanimously approves the draft reorganisation plan (3rd version) for the implementation of the FWN management model.

The faculty board thanks the Staff Council for the clear feedback and commitment shown. The reorganisation is a long process, where care is of great importance and the input from the council is greatly appreciated.

3. Annual report education FWN 2022-2023
Request for advice.
Attachment:
 - Draft annual report education 22-23 FWN

Kirsten Martens, education policy officer, is present for comment.

De Smit and Joëlle Tieks, education policy officer, discussed the annual report in detail with the Students and Education Policy Committee on 17 January.

The council gives the following advice and concerns orally:

Page 4 - small-scale education, activating Education, blended campus
These are more intensive forms of education, however, fewer resources are expected in the future. Concerns about this may be more sharply articulated. It can be indicated that the intention is there to offer these forms of education, but that the offer will depend on the available financial resources and consequently the available support.

Page 4 - Minors
A concern of students is that broadening (new minors) comes at the expense of deepening (electives). It may be mentioned that deepening remains an important point for the programmes at FWN, but that in addition an elective or other subjects for deepening will remain.

Page 7 - Internationalisation & diversity
Equity is not mentioned here, the council recommends devoting a piece to this to communicate how FWN deals with this and what is being done to improve it. An example of this is the collaboration with the Fenestra Disability Centre aimed at supporting students with disabilities.

The council is asked to provide additional advice by 25 January.

In response to the piece on the faculty timetabling office in the Education Annual Report, the council asks whether the timetabling problem is expected to be solved by the opening of the new building. Particularly at the beginning of the academic year, there is a tightness of halls in scheduling.

Unfortunately, with the commissioning of the new building, the tightness is not expected to be solved. Where possible, old halls will still be used during the transition period. It remains a subject of concern due to the continued growth of the faculty. This concern will be added to the Education Annual Report.

4. Start-up process Course and Examination Regulations FWN
(Start proces OER - Onderwijs- en Examenregeling FWN)
Informative.

Kirsten Martens, Policy advisor Education, is present for comment.

The OER process was explained by De Smit and Joëlle Tieks, education policy officer, to the Education Committee on 17 January.
The process has been drawn up a little earlier this academic year and work on the curriculum is already under way, and there has also been contact with the Programme Committees as part of the participation process. A revision has been sent after because the adoption of the OER by the Executive Board was received very late this time.

Employee participation around the OER is divided between the University Council, the Programme Committees and the Faculty Council.

Thanks to Martens for explaining the above two issues.

5. Action points and minutes from the previous meeting

Attachments:
- Minutes meeting FC-FB December 4, 2023

The minutes are adopted unchanged.

In response to the action points:

20230220-5
Van der Pluijm spoke to Monique Teufer, Director UFB, about catering options around the fifth lecture hour. Catering will be made available in the new building until 20:00 o'clock. This is a temporary trial period to investigate the demand for food and drinks in the later time frame.

Van der Pluijm invites a UFB employee to come and give a presentation at a consultation meeting on catering options (action point).

20230530-2
According to the council, the information about the change in the OER last year regarding being allowed to retake a passed exam once, was not heard by students and Programme Committees everywhere. Some Programme Committees were not aware of the change. However, the council has not heard any sounds of problems arising as a result. The question does arise, however, how changes in policy can be adequately communicated.

Since the issue retaking exams is part of the changes to the OER, this will be included in the communication about the OER. It is unclear whether students read this sufficiently. Topics that need more attention are highlighted in certain places. There is no intention from the Faculty Board to start a separate communication line specifically for this.

De Smit will bring the topic to the attention of the student advisers so that they can incorporate it into their presentations (action point).

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

a. Received and sent documents Nov-Dec 2023
   - Attachment:
     Received and sent documents Nov-Dec 2023

The council has no questions or comments.

b. Decisions of the Faculty Board Nov-Dec 2023
   - Attachment:
     Decisions of the Faculty Board Nov-Dec 2023

The council has no questions or comments.

7. Questions, comments and open forum on behalf of the Faculty Council

a. Cooperation Leiden University with the fossil industry
The council asks whether the faculty board has already set spending targets for the new Work Pressure Fund included in the university budget at the request of the University Council. It is expected that the method of spending will first be discussed by the College and the University Council. The faculty board awaits the outcome.

b. Leiden University and fossil industry collaboration

The board is curious to know whether and how the faculty board has influenced the discussion taking place at central level and whether certain positions or preferences had a heavier weighting in this. The council expects that the College's final decision on collaborations with the fossil industry may have a greater impact for some institutes than for others.

As the discussion is led by the College, the Faculty Board has chosen not to take its own position ahead of the outcome. The Board has appointed an expert group to gather university-wide input within the discussion. This group includes individuals from FWN, so that the experiences within beta research are also taken into account. The faculty did not give a unanimous opinion. However, the existing interests within the faculty were provided for weighting.

The College raised the issue with the Council of Deans and the Executive Council. Various arguments have been introduced and the College has been able to hear them well. It is now up to the College to bring all the information and different interests together and draw up an appropriate statement on whether or not to pursue collaborations with industry, possibly subject to conditions. However, given the complex matter and the different interests within the college, no statement is expected to lead to everyone's satisfaction.

Closed part of the meeting

Peters thanks all those present and closes the meeting at 17:05.

Action point

<table>
<thead>
<tr>
<th>Number</th>
<th>Who</th>
<th>Action</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>20240122-5</td>
<td>Van der Pluijm</td>
<td>Invite a staff member of the UFB to inform the council about the catering possibilities</td>
<td>New</td>
</tr>
<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>New</td>
</tr>
<tr>
<td>20231204</td>
<td>Leon &amp; Veerle</td>
<td>Plan opstellen voor budget extra middelen voor de medezeggenschap</td>
<td>Pending</td>
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