

**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 Gregářová, Floris Hessels, Leon Huiszoon, Joey van Oirsouw

1 **1. Opening remarks and approval of the agenda**

2 Peters opens the meeting at 15:38 and welcomes those present.

3 Due to Gregářová's absence, the meeting will be held in Dutch and the minutes will also be made available in
4 English afterwards.

5

6 **2. Reorganization plan**

7 For approval by the staff section of the council.

8 This subject will be discussed in Dutch because of the technical terminology and accuracy.

9 *Attachments:*

10 - *2i 020-24 Memo FB aan PG FR_Verzoek tot instemming concept reorganisatieplan*

11 - *2ii 020-24 Bijlage 1. FB FWN_Concept reorganisatieplan tbv besturingsmodel_17 jan 2024*

12

13 The draft reorganisation plan constitutes phase 4 of the reorganisation process as prescribed in the
14 Reorganisation Code Leiden University 2022. The draft reorganisation plan describes the envisaged new
15 organisation. It concerns an elaboration of the purpose, task and set-up of the new collegiate boards, and the
16 functions and formation that go with it.

17

18 The first version of the draft reorganisation plan was adopted by the Faculty Board on 14 November 2023 and
19 subsequently submitted to the staff directly concerned for consultation. The faculty board then carefully
20 weighed all the views submitted on this during the period from 1 to 12 December 2023, and made a number
21 of adjustments in response to the views, resulting in a second version.

22

23 The second version of the draft reorganisation plan was submitted to the staff section of the Faculty Council
24 for advice on 13 December 2023. The staff section issued a written advice to the Faculty Board on 11 January
25 2024. The Faculty Board carefully weighed the advice of the staff section and made adjustments accordingly,
26 which resulted in a third version of the draft reorganisation plan on which consent is being requested from
27 the Staff Section by the Faculty Board today.

28

29 The Staff Committee thanks the faculty board for the adjustments made in response to the submitted advice.

30

31 The role of education portfolio holder is 0.5 FTE, as is the role of programme director. However, when this
32 role is combined with that of programme director, the total size is set at 0.7 FTE and not 1 FTE, leaving room
33 for other activities. The staff delegation sees a contradiction in this and asks for clarification.

34 *It is expected that both roles combined will be performable within 0.7 FTE, on the other hand, career-*
35 *appropriate personal arrangements can be made here, such as if the candidate wishes to focus more on the*
36 *managerial role.*

37 *In the first one to one-and-a-half years, it will become clear whether the 0.7 FTE was a realistic estimate.*

38 *The separate naming of the 0.5 FTE for the roles indicates the FTE reserved at the institutes.*
39

40 The FR Staff unanimously approves the draft reorganisation plan (3rd version) for the implementation of the
41 FWN management model.
42

43 The faculty board thanks the Staff Council for the clear feedback and commitment shown. The reorganisation
44 is a long process, where care is of great importance and the input from the council is greatly appreciated.
45

46 **3. Annual report education FWN 2022-2023**

47 Request for advice.

48 *Attachment:*

49 - *Draft annual report education 22-23 FWN*
50

51 Kirsten Martens, education policy officer, is present for comment.
52

53 De Smit and Joëlle Tieks, education policy officer, discussed the annual report in detail with the Students and
54 Education Policy Committee on 17 January.
55

56 The council gives the following advice and concerns orally:
57

58 Page 4 - small-scale education, activating Education, blended campus

59 These are more intensive forms of education, however, fewer resources are expected in the future. Concerns
60 about this may be more sharply articulated. It can be indicated that the intention is there to offer these forms
61 of education, but that the offer will depend on the available financial resources and consequently the
62 available support.
63

64 Page 4 - Minors

65 A concern of students is that broadening (new minors) comes at the expense of deepening (electives). It may
66 be mentioned that deepening remains an important point for the programmes at FWN, but that in addition
67 an elective or other subjects for deepening will remain.
68

69 Page 7 - Internationalisation & diversity

70 Equity is not mentioned here, the council recommends devoting a piece to this to communicate how FWN
71 deals with this and what is being done to improve it. An example of this is the collaboration with the Fenestra
72 Disability Centre aimed at supporting students with disabilities.
73

74 The council is asked to provide additional advice by 25 January.
75

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

79 *Unfortunately, with the commissioning of the new building, the tightness is not expected to be solved. Where*
80 *possible, old halls will still be used during the transition period. It remains a subject of concern due to the*
81 *continued growth of the faculty. This concern will be added to the Education Annual Report.*
82

83 **4. Start-up process Course and Examination Regulations FWN**

84 (Start proces OER - Onderwijs- en Examenregeling FWN)

85 Informative.
86

87 Kirsten Martens, Policy advisor Education, is present for comment.
88

89 The OER process was explained by De Smit and Joëlle Tieks, education policy officer, to the Education
90 Committee on 17 January.
91

92 The process has been drawn up a little earlier this academic year and work on the curriculum is already under
93 way, and there has also been contact with the Programme Committees as part of the participation process. A
94 revision has been sent after because the adoption of the OER by the Executive Board was received very late
95 this time.

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

98

99 Thanks to Martens for explaining the above two issues.

100

101 **5. Action points and minutes from the previous meeting**

102 *Attachments:*

103 - *Minutes meeting FC-FB December 4, 2023*

104

105 The minutes are adopted unchanged.

106

107 In response to the action points:

108

109 20230220-5

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

113

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

116

117 20230530-2

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

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

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

129

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

131

132 a. Received and sent documents Nov-Dec 2023

133 - *Attachment:*

134 *Received and sent documents Nov-Dec 2023*

135

136 The council has no questions or comments.

137

138 b. Decisions of the Faculty Board Nov-Dec 2023

139 *Attachment:*

140 - *Decisions of the Faculty Board Nov-Dec 2023*

141

142 The council has no questions or comments.

143

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

145

146 a. Cooperation Leiden University with the fossil industry

147
148 The council asks whether the faculty board has already set spending targets for the new Work Pressure Fund
149 included in the university budget at the request of the University Council.
150 *It is expected that the method of spending will first be discussed by the College and the University Council. The*
151 *faculty board awaits the outcome.*

152
153 b. Leiden University and fossil industry collaboration
154

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

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

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

169
170

171 **Closed part of the meeting**

172

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

Action point

Number	Who	Action	Status
20240122-5	Van der Pluijm	Invite a stafmember of the UFB to inform the council about the catering possibilities	New
20240122-5	De Smit	Bring the subject "one-time option for retaking a passed grade" under the attention of the study advisors for submitting this to their presentations.	New
20231204	Leon & Veerle	Plan opstellen voor budget extra middelen voor de medezeggenschap	Pending