

**Attendees:** van de Belt, Brouwer (minutes), Daggenvoorde, Damgrave (chairman), Entrop, de Lange, Overmars, Rezek,  
**Absent:** Bos, Dierkes,

## 1, 2 Opening, approval of the agenda & selection minutes secretary

Agenda:

1. Opening
2. Adoption of the agenda & minutes secretary
3. Correspondence
4. Announcements
5. Approval minutes internal meeting  
237th FC-meeting 2015-01-20.pdf
6. Approval minutes external meeting  
FR-CTW101.pdf
7. Strategy UT
8. Education
9. Research
10. Any other business (AOB)
11. External communication
12. Question round
13. Closure

## 3. Correspondence

Tyrone Klaver is working on testing the evacuation alarms after some issues have been reported.

## 4. Announcements

- In the CTW news mail and to the 3 student associations the activities of the FC have been reported in a nice article.
- For acquiring a student assistant it seems in 'UT flex 2.0' there are only few signature necessary. (not the chair or the controller for example). HR has been informed about this.
- The meeting HR will proceed.
- 'Platform onderwijs ondersteuning facilitair bedrijf', the idea is to investigate with lecturers, FB and ICTS, if rooms sufficiently facilitate the needs of lecturers. The platform will meet 4x a year. A top 3 of pros and cons has been made. In the top cans are:
  - Variation in location all over the campus
  - Illumination switches off if the beamer is turned on
  - A lot of variation in audio equipment, sometime unclear what to switch on
  - Crayons and coloured crayons are often missing.
- The new keys are being deployed
- Lync is being deployed
- Percentage of women doing ME is increasing

## 5. Approval minutes internal meeting

## 6. Approval minutes external meeting

## 7. Strategy UT

45 **8. Education**

30<sup>th</sup> of March there was an informal meeting with the Dean, OLC's, OLD's, Examination committee and FR about various education related topics:

- OER per education -> Central OER with variations per education
- Examination committee per education -> per education
- 50 • OLC per education -> per education
- Internationalisation -> Although officially all masters are in English, it seems to depend on the lab and lecturers if the colloquia, reports and oral exams are in really English. This is the current situation and that seems to work fine.

55 A pilot for lecture evaluations has been run at ID. The idea is that students form groups in panel sessions to evaluate various lectures with the respective lecturers being involved. This way the feedback is more filtered (helps to get rid of contradicting arguments), feedback is more direct, and the lecturer can comment and explain why a certain approach has been followed. The pilot seems to work well.

60 **9. Research**

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**10. AOB (any other business)**

Nine electable students have stepped forward for the FR.

65 **11. External communication**

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**12. Question round**

70 Will the UT continue to sponsor the Mars 1 project?

**13. Closure****Action items (taken from the 237<sup>th</sup> FR internal meeting):**

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Nr	Subject	Date	Who	Progress
2014-228-02	Training possibilities FC members	18-11-2014	Damgrave	In progress
2014-230-01	Contacting Maria to ask if the chairs are aware of the coffee corner question	16-12-2014	Damgrave	In progress
2015-232-02	Plan a meeting with FR, HR and the dean	20-01-2014	Damgrave	Done
2015-235-02	Email Tyrone Klaver about the fire alarm	03-03-2015	Daggenvoorde	Done
2015-236-01	Send an email to De Wulf regarding the "internationaliseringsdocument"	17-03-2015	Damgrave	Pending
2015-236-03	Invite Astrid de Graaf to talk about improving internal communication.	17-03-2015	Damgrave	Pending
2015-238-01	Share 'platform onderwijs ondersteuning'	21-04-2015	Entrop	Pending