

Attendees: van de Belt, Brouwer, Damgrave (chairman), Dierkes (minutes secretary), Entrop, de Lange, Overmars & Rezek

Absent: Bos

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

Agenda:

1. Opening
2. Approval of the agenda & minutes secretary
3. Correspondence
4. Announcements
5. Approval minutes internal meeting
6. Approval minutes external meeting
7. Strategy UT
8. Education
9. Research
10. External communication
11. Any other business (AOB)
12. Closure

3. Correspondence

Work load at HR:

Entrop: The statement as it was written in the external minutes is not as the FR formulated it. HR was upset and disappointed about it, as it was communicated that 'things take too long at HR...' This has to be corrected in the external minutes and communicated to HR using our expressions: too much work?, extra support necessary?
To be discussed in the external meeting.

Key plan: Damgrave was informed by Tyrone that the key plan is delayed by 2 months, partly due to ICT issues. Coupling between databases was the problem but is now done, and on February 2nd the introduction will start according to the current planning. On the CTW intranet more information can be found about the organisation, and access rights and conditions can be introduced and checked. There was a discussion about privacy: now only the responsible persons from the units can see who has access to which rooms. Besides an external company has to take care of it; also a reason for delay. End of April the system should be completely operational according to the current planning.

Brouwer: Why do we have to scan the card each and every day?

Damgrave: For practical reasons: it saves a lot of costs.

De Lange: How are the admin rights regulated?

Damgrave: The responsible person for a unit gets admin rights (secretary, responsible person for a lab).

4. Announcements

Rezek is not going to be present during the external meeting. De Lange will communicate his comments.

5. Approval minutes internal meeting

Page 1:

Pimping the ME building: Kerstballen and letter are distributed by the dean and his Zwarte Pieten.
Coffee corner: It was not clear who is now in charge. A small group is going to make an appointment with Tyrone to discuss the possibilities.

Damgrave: Will contact Maria to ask if the chairs are aware of the coffee corner question.

Secretary for FR minutes: Damgrave makes an appointment with Maria for contact with the secretary pool.

Page 2:

Bachelor's thesis: Arie Paul has to implement that the 10 weeks include writing of the report as well. Rezek will contact Arie Paul.

Damgrave: IO plans to do an extra BSc uitreiking.

Activities of 1st years students: Comment via UT student on 'Eb Drinksma' website, as result discussion UR TUD on the following day. As a consequence, it bounced back to UT on the higher levels.

55 Damgrave: Advise not to do activities in the 1st year is explained to the first years students at their start. The formulation used is indeed not very clear. This issue will be discussed in the external meeting.

60 Rezek: They agree with the statement that the study is on the first place. However, the student associations do a lot of support work, and it is disappointing that they are not heard about this issue. Without activism the associations will not survive.

Meeting Damgrave with UREKA: Damgrave was a bit too late, and it apparently was a short meeting.

6. Approval minutes external meeting

Line 9 had to be changed into our formulations (see above, page 1, line 18)

65 v/d Belt: MSc contracts with confidentiality agreement: Is it still on the list?

Line 69: Tyrone is indeed the one to take action for the coffee corners.

v/d Belt: Line 81: What is the 'borrel for the UHD's?

Dierkes: Came out of the heidag of the UHD's in November, and the dean takes action that it will be organized.

70 De Lange: MSc students subscribe to a cluster within the new cluster organisation, and only later they have to decide in which chair they will do the project. He thinks it is positive as the student has more time to choose.

7. Strategy UT

Dierkes: *100 PHDs in 'icoonprojecten'* on 5 areas. TU/e had the same notice begin of 2013....

75 Do we have to get into action? Can we influence this process? However: The UT still has to look for financing..

Damgrave: We need to ask Geert how we can get 20 PhD's...

Entrop: Some chairs fall not within the focus areas. Why is this choice made?

80 *Research program on science based engineering:*

- Damgrave: 'All research must be visible.' How do we do that? This is not explained.

- v/d Belt: PhD qualifier etc.: Is everything now on cluster-basis; do we loose our structure?

- De Lange: Is this really new, or just a new coat for an old structure?

- v/d Belt: What is 'seed money': money for for startups

85 - v/d Belt: What are 'bench fees for supervisory staff': As we cannot declare staff hours at e.g. NWO projects, they are matched by the university/faculty.

- v/d Belt: What means 'matching' here: Paying the not-financed project costs

Questions on the agenda for the external meeting.

90 Page 2: 'engaging other research groups of the UT': This does not sound convincing; this should already have been done. Better remove it.

8. Education

De Lange: '*Wetsvoortel leenstelsel*': If you start after August 1, 2015, you will get into the new leenstelsel. Give the students the chance get the BSc diploma and to start before august. Start with the MSc can every month. IO supports this; no reaction from WB yet. IO already took action like planning of MSc presentations in July etc. It is important that students and staff are aware of this.

Overmars: Is there a possibility to have re-sits for special cases, in particular for those students who need to finish before august 2015?

100 v/d Belt: Probably no hard promises, but individually discussed.

v/d Belt is member of a *work group for 'more efficient software for student mobility'*: The staff members have to handle many different software programs; this has to be streamlined. An inventory is currently made, and hopefully this is an eye-opener to make things simpler.

105 De Lange: There will be a lot more students for foreign projects from next year on; this will increase the workload even more.

9. Research

10. External communication

110 There will be a note on FR soon in Appel.
Letter for the Christmas tree: also in name of the FR

11. AOB (any other business)

115 v/d Belt: Access to *FR website* via CTW-education: link goes to a site with still the old FR members. The link has to be changed. Ask Wendy in the external meeting.

Entrop: *Material for the external meeting*: Minutes from IO education committee from June 26. Do we get the minutes regularly? Why are these so late?

v/d Belt: Do we get the minutes from the other tracks as well?

120 Both questions to be addressed in the external meeting.

Action items (nr. 1-4 taken from the 229th FR internal meeting):

Nr	Subject	Date	Who	Progress
2014-228-01	External person for minutes	18-11-2014	Damgrave	in progress
2014-228-02	Training possibilities FC members	18-11-2014	Damgrave	in progress
2014-229-01	will check with Maria what exactly is expected from the FR with regard to "pimping" the Horst	02-12-2014	Overmars	done
2014-229-02	inviting the study advisor of IO (see agenda point 10)	02-12-2014	Overmars	no longer necessary
2014-230-01	Contacting Maria to ask if the chairs are aware of the coffee corner question	16-12-2014	Damgrave	
2014-230-01	Damgrave makes an appointment with Maria for FR secretary from the secretary pool	16-12-2014	Damgrave	

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