

Attendees: van de Belt, Hofman (minutes secretary) , Mollink, Damgrave (chairman), Entrop, de Lange, Materman, Van Tilburg

Absent: Brouwer, Dierkes

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 (the minutes aren't on BlackBoard?)
6. Approval minutes external meeting (not available yet?)
7. FR jaaroverzicht
8. Strategy UT
9. Education
10. Research
11. Any other business (AOB)
12. Question round
13. Communication
14. Closure

Minutes secretary of the day: Hofman

3. Correspondence

There were two responses to the letter about internationalisation: one from the OLC CiT and one from the Educational Directors. The letter from the OLC CiT states that it is indeed good to tighten the bond between the OLC's and the FC.

The second response was the response from the Educational Directors, in which they explained their own view on the situation. What was noted is that the letter only emphasizes the fact that the procedure wasn't clear for all involved.

The OLC of WB has sent its minutes to the dean and they're added to the agenda for the external meeting.

4. Announcements

No announcements

5. Approval minutes internal meeting

The comments from Entrop will be noted and passed on to Brouwer

Van de Belt: First page: the sentence "International minor has..." should be rewritten to something like "84 CTW-students have applied for a minor abroad".

6. Approval minutes external meeting

On line 40, the minutes are stating that a proposal has been e-mailed. Which proposal and has it indeed been mailed? This should be rewritten.

About the tv-screens around the Horst: there are still a lot of screens that display a message regarding 'happy 2015'. Why is this still on? The screens were hung there for the benefit of internal communication, only to be maintained by the groups at which they hang. It's everyone's responsibility to update the info. Maybe a solution can be proposed to Nancy and David

7. FR jaaroverzicht

Damgrave has found an old list containing all the topics the FR should talk about throughout the year. Damgrave will adjust this list to our needs and talk about it with Dewulf. An addition to the list should be

45 added which topics are for advice and what topics are for agreement. In about two weeks, the final version will be discussed in our next meeting.
 The 'Jaarplan' of CTW isn't to be found at the site of the UT. In this report, everything around personnel, accidents and all other things regarding CTW is discussed. Why is this piece missing?

8. Strategy UT

We'll be given an update on the strategy in the external meeting this afternoon.

50 **9. Education**

More information and invitations regarding the international minor will be sent out to all of the students at the end of this week, so well on time. There's still no information regarding the minor market.

10. Research

No business

55 **11. AOB (any other business)**

The date for the FR training and the foto with all of the FR will be during the next meeting.

12. Question round

No questions

13. Communication

60 A piece of communication about the date for the minors should be communicated to the students: the deadline for the external minors and for the internal minors. Proposition is to write a letter to the head of the minor for a proposition regarding a more early date for the minor market in november. Van Tilburg and Van de Belt will write this letter

14. Closure

65 at 11:55

Action items

Nr	Subject	Date	Who	Progress
2016-254-1	Write letter to coordinator minormarket about early date for minor market		Van Tilburg, Van de Belt	
2015-249-2	Future topics to be discussed with FR		Damgrave	Pending