

Attendees: Damgrave (chairman), Horstman, Kommerkamp, Römer, ten Bloemendal (joins near the end of meeting), Van de Belt, Versteijlen, Visser (minutes secretary)

Absent: Sanchez, Daggenvoorde

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

Damgrave opens the meeting at 12.45

Agenda:

1. Opening
2. Adoption of the agenda & minutes secretary
3. Correspondence
 - a. Agenda to UTnieuws
4. Announcements
5. Approval minutes internal meeting
6. Approval minutes external meeting
7. Update building security
8. Education
 - a. Update lecture rooms
9. Research
10. Any other business (AOB)
11. Question round
12. Closure

3. Correspondence

- Request from UTnieuws to supply them with the agenda of the FR meetings. That way they can decide whether to attend (part of) a meeting or not. The FR agrees to send the agenda together with the disclaimer that, in theory, the FR can decide to discuss an agenda point in a confidential manner.

4. Announcements

5. Approval minutes internal meeting

line 10: should be "nothing to discuss"

line 77: The *internationalisation* coordinators....

6. Approval minutes external meeting

line 14: Ten Thije and Baltes left the FR and are thus not present anymore. Visser was not present that meeting

line 54: Versteijlen should be Daggenvoorde

line 83: Are these numbers for the whole UT or only CTW, or WB?

line 93: Who would carry out that action point and has this been done?

line 114: Visser questions why the workload of the employees has increased for especially the supervisors of PhD-students. The reason is not clear for the FR and will be asked in the external meeting

line 125: The appointment for a new professor for WA was briefly mentioned in the last meeting, but is not mentioned in the report. Römer will inform about the reason in the external meeting

line 138: "Bureau internationalisation" should be International office.

line 144: Versteijlen should be Horstman.

7. Update building security

Michel Janssen has sent an email with the current status of the discussion with FB regarding the locks. Different suppliers have been suggested to FB, the cheapest being 300 k€ for all locks within the Horst building. Without any contribution of FB (or CvB) the costs for CTW will be 170 k€. Michel Janssen is of opinion that FB or CvB should carry the costs and is still negotiating.

8. Reorganisation

45 No news

9. Education

a. Lecture rooms

50 Martine Drewes (team leader FB) and Chantal (account manager FB) join the meeting at 13:30 o'clock. Prior to their visit the matter of their new policy concerning the opening of the lecture rooms (and its discrepancies with the idea of "jaarzalen") is discussed. Since last meeting the FB has become more flexible concerning the opening of the lecture rooms during the lunch break. The "tidy up campaign" of the study associations seems to work and has received positive response from the FB. However, FB has not given any clarity concerning their future policy. During the discussion other points to discuss with FB are gathered (the status/future plan bike shed CTW, policy concerning posters/flyers, how the service desk deals with service requests, assignment of IO master course on designing new consoles for the lecture rooms).

- 60 • Visser states that the educational pressure within some groups has risen significantly due to the fact that their request for teaching assistants have been declined, while other groups do not experience problems from the stricter policy for the employment of student assistants. Visser will bring up the matter during the external meeting.

The internal meeting is interrupted at this point as Martine and Chantal of FB enter the room (13:30 o'clock)

65 **Discussion with FB**

The main concern of the teaching staff to FB is that with their new policy on closing the lecture rooms is not in line with their desires. The primary process suffers from the new FB policy, whereas FB should have a servicing role. FB responds that they try to listen as much as possible to the working floor, but that they follow the orders from the central organisation that all lecture rooms within CTW should be "poulezalen" just like the lecture rooms in most other buildings. One on the philosophies of TOM is that all types of lectures should be possible in all rooms according the FB. One of the results is that FB currently spends a lot of time in putting all tables and chairs in order at the end of each day, whereas it is unclear whether this is desired.

75 At 14:00 o'clock the discussion has not come to an end (nor have the other points which were dreamed up come to the attention), but as the attendants for the external FR meeting enter the room, the internal meeting is closed. The meeting with FB has had the result that both parties have a clearer view on the background of their actions/policies.

80 **12. Closure**

at 14:00 o'clock

Nr	Subject	Date	Who	Progress
1314-2	Take camera when all members are present	10-09-2013	Horstman	
1314-9	Send a photo of yourself to Römer for the website	17-12-2013	Everyone	