

**Attendees:** Damgrave (chair), Römer (minutes), Kommerkamp, Horstman, ten Bloemendal, Daggenvoorde, Visser, van de Belt, Sanchez-Ramirez  
**Absent:** Kommerkamp, Verstijlen

## Agenda

1. Opening
2. Adoption of the agenda & minutes secretary
3. Correspondence
4. Announcements
5. Approval minutes internal meeting
6. Approval minutes external meeting
7. Strategy UT
8. ARBO
9. FB
  - a. Lecture rooms update
  - b. Security
10. FR Elections
11. Foreign travel
  - a. Booking process
  - b. Expense statement process
12. Education
  - a. Brief OLC WB / beschikbaarheid roosters
13. Research
14. Any other business (AOB)
15. Question round
16. Closure

### 1 Opening

Damgrave opens the meeting at 12:35 o'clock and welcomes the attendees.

### 2. Adoption of the agenda & minutes secretary

### 3. Correspondence

Horstman received a response from the College van Bestuur (CvB) to our letter (of Jan. 12, 2014) regarding the Facilitair Bedrijf (FB), see agenda point 9a.

### 4. Announcements

Daggenvoorde notes that he has accepted a student-position in de Universitaire Commissie Onderwijs (UCO).

### 5. Approval minutes internal meeting

The following remarks were made regarding the minutes of the 213<sup>th</sup> internal FC-Meeting (Feb. 14th, 2014):

- Damgrave: action point 1314-11 has been completed
- Visser: line 37: it is not clear what "living labs"
- Visser: agenda topic 9: not clear, rephrase
- v.d. Belt: agenda topic 8: not clear, rephrase the sentence on drop-outs
- Action point 2: has not yet been completed
- Action point 9: has not yet been completed

### 6. Approval minutes external meeting

Line 95 should read: MS<sup>3</sup>.

### 7. Strategy UT

- Daggenvoorde attended the UT-strategy meeting on Feb. 6<sup>th</sup>. He notes it was a strategy meeting where researchers of CTW mainly presented on STW projects and only little discussions on strategy. The next strategy meeting is on April 1<sup>st</sup>. Then, the topic will be "Create the University of Tomorrow", see <http://www.utwente.nl/Vision2020/> Horstman proposes to have (a) representative(s) of the Faculty Council attend this event.
- Visser expresses his concern on the (extra) work load for teachers, as well as for students, regarding the decision to teach Bachelor courses in English.

**8. ARBO**

A review (and action list) of Arbo issues in 2013 and an outlook to 2104 has been received, which will be discussed in the external meeting with the dean on Feb. 18<sup>th</sup>. Questions regarding this review include:

- “Are action points, attributed to the FB, actively monitored by the Arbodienst?”
- How about the “Actiepunten die alle jaren doorlopen jaren”. 6 & 9 are new. What are those?

**9. FB****a. Lecture rooms update**

- Horstman received a response of the CvB on our letter “beheer collegezalen in de Horst door het facilitair bedrijf” of Jan. 12<sup>th</sup>, 2014.
- Damgrave was invited, with Thonie v.d. Boogaard, for a meeting Feb. 17<sup>th</sup> with *Centre for educational support* (CES) and of *Facilitair Bedrijf* (FB). It was indicated that there are too few large (class)rooms on Campus, so rooms must be shared. This is not in line with what CTW expects from her students, which should have a place to work. Possible solutions are: (a) the program of IDE & TG & ST do a pilot, in which these programmes are a “preferred user” of a room; (b) the rooms are to be considered as a “practicum room” room, implying ownership of the room by the programme(s), but is more expensive. FB will send a written response to Damgrave and Boogaard.

**b. Security**

- Damgrave: there is no news regarding the replacement of the locks/keys
- Visser: laptops have been stolen from students. Students should be informed more and better not to leave their valuables unattended.

**10. FR Elections**

The staff of CTW has received an email regarding the upcoming elections of the Faculty Council.

**11. Foreign travel****a. Booking process**

Damgrave: the travel unit ATP makes (too) many mistakes regarding booking of hotels and flights. In addition the process is bureaucratic.

**b. Expense statement process**

Römer: the on-line reimbursement procedure, including scanning of all receipts, is too bureaucratic.

**12. Education****a. Brief OLC WB / beschikbaarheid roosters**

The Faculty Council has taken note of the letter of the OLC-WB regarding the “beschikbaarheid van roosters”. Horstman will forward the request to CES.

**b. TOM**

- Horstman has heard that students (still) complain about their work load. However, the results of Module 2 are not worrying.
- Early enrollment numbers for the coming academic year are low, despite the fact that the “voorlichtingsdagen” were well attended

**13. Research****14. Any other business (AOB)****15. Question round****16. Closure**

At 14:00 o'clock Damgrave closes the meeting.

**Action items**

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	Only Joost has to send a photo.