

**Attendees:** van der Asdonk (minutes), Baltès, van de Belt, Brouwer, Damgrave (chairperson), E. Horstman (old council), M. Horstman, Masen (old council), Stoffels (old council), Römer, Sanchez, Ten Thij, Visser

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## 1&2 Opening, attendees, agenda & minutes

Agenda:

1. Opening, attendees
2. Adoption of the agenda & minutes
- 5 3. Introduction & handover old council
4. Correspondence
5. Announcements
6. Minutes internal meeting
7. Minutes external meeting
- 10 8. Annual plan ("Jaarplan") (is nog niet binnen)
9. Education
10. Research
11. Any other business (Wvttk)
12. Questions
- 15 13. End

### 3. Introduction & handover old council

Devision of tasks: Damgrave will be chairperson and Brouwer will be vice chairperson. There will be no standard note taker and no external note taker.

- 20 Post office: Hoftijzer had the post box of the faculty council (FC). As there is no post by airmail (only email), the new post box will be the FC email list ([ctwfr@lists.utwente.nl](mailto:ctwfr@lists.utwente.nl)). Damgrave will arrange this with Laila (email: [l.tijenk@utwente.nl](mailto:l.tijenk@utwente.nl)).

Website: Römer will administer the FC webpage. Stoffels will send him the login.

Lunch list: Ten Thij will create the new lunch list.

- 25 Blackboard: the blackboard page is not used in the past year. Damgrave suggests to save all minutes and documents on the blackboard page to make them accessible for the members. Damgrave will reorganize the old blackboard page.

Archive: Masen has the current archive of the FC. He will hand this archive over to Maria Kamp.

### 4. Correspondence

- 30 None.

### 5. Announcements

Brouwer and Ten Thij have to leave at 13.30. They will not attend the external meeting.

### 6. Minutes internal meeting

They have not been sent yet. Baltès will ask Ten Brinck for the minutes.

- 35 7. Minutes external meeting

The following points need to be adjusted:

- Line 43-44: the formulation was quite vague, "vraagt" should be replaced with "stelt"
- Line 71: Brouwer mentioned: 80% of the students, but this is just an estimation not a concrete number.

### 8. Annual plan ("Jaarplan") (is not received yet)

- 40 The annual plan is expected to arrive next week.

**9. Education**

The Industrial Design bachelor Group for the “Nieuwe onderwijsmodel” has reformulated the goals for the program. Next week they will discuss the new curriculum and choose different themes. The progress of the Mechanical Engineering bachelor is comparable, but it is currently delayed because of the “onderwijsvisite”.

45 **10. Research**

Nothing to discuss.

**11. Any other business (Wvttk)**

50 The “Medewerkers tevredenheidsonderzoek” points out that there is need for more communication from the management to the employees. The members of the council should think about ways in which the FC can contribute.

**12. Questions**

Ramirez requests that the minutes of the council should be in English.

**13. End**55 **Actions:**

<b>Nr</b>	<b>Topic</b>	<b>Date</b>	<b>Person responsible</b>	<b>Progress</b>
1	Post office to ctwfr list	11-9-12	Damgrave	
2	Login website to Römer	11-9-12	Stoffels	
3	Update lunch list	11-9-12	Ten Thij	
4	Update blackboard page	11-9-12	Damgrave	
5	Create format minutes	11-9-12	Damgrave	Done
6	Archive to Maria Kamp	11-9-12	Masen	
7	Ask for last minutes internal meeting	11-9-12	Baltes	
8	Think of ways the FC can contribute to more communication from the management to the employees	11-9-12	All	