

Attendees: van der Asdonk, van de Belt, Damgrave (chairperson), M. Horstman (minutes), Römer, Sanchez, Ten Thij

1&2 Opening, attendees, agenda & minutes

Agenda:

1. Opening, attendees
2. Adoption of the agenda & minutes
- 5 3. Correspondence
4. Announcements
5. Minutes internal meeting
6. Minutes external meeting
7. Situation of annual plan ("Jaarplan")
- 10 8. Staff satisfaction inquiry (medewerkerstevredenheidsonderzoek, MTO)
9. Advice note commission educational organisation
10. Education
11. Research
12. Any other business (Wvttk)
- 15 13. Questions
14. End

3. Correspondence

20 Mail from Bouman with the request to give advice on the 'Advice note commission educational organisation'. This is point 9 on the agenda.

4. Announcements

25 Damgrave announces that Masen (Chairman of the FC 2011-2012) has been to a meeting for all faculty councils and the university council. At this meeting the following subjects have been discussed:
 - Culture: how to handle with the executive board and how to trust the executive board. It was agreed that there will be twice a year an informal meeting with faculty councils and the executive board.
 - What to do the make the faculty councils interesting for staff and students? There little enthusiasm to join the faculty councils and there are too little 'service'-employees in the faculty councils.
 Shortly the executive board will send a document with all findings of this meeting.

5. Minutes internal meeting

30 The right email list to use for internal communication is: FRCTW@lists.utwente.nl.
 Actions: 1, 4, 5 done. 2,6 and 7 unknown. 3 not everyone, please mail your lunch to Ten Thij. 8 leave.
 Ideas in action 8 (hink of ways the FC can contribute to more communication from the management to the employees):
 35 Horstman suggest that the staff can be reached via CTW-newsletter from the communication department.
Damgrave will write an article for that newsletter.

6. Minutes external meeting

Next week.

7. Annual plan ("Jaarplan") (is not received yet)

The documents were sent this morning, so not everyone was able the read them yet.

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- Van der Asdonk notes that 'Engineering' education should be more visible as a target group. How is the faculty planning to do that?
 - The industrial design department should better come out of the reorganization. Because some staff leaved the department last year, the department was understaffed. There are already 2 new employees, that's a good thing

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 - Van den Belt notes that ERiC is an abbreviation for 'evaluation of research in context'. It's a new way used for evaluation.
 - Sanchez asks if the UT is really different from in comparison to other universities? This is mainly on paper, because Dutch universities have the assignment form the education Ministry to have a specific profile to differentiate from each other.

50 **8. Staff satisfaction inquiry (medewerkerstevredenheidsonderzoek, MTO)**

Sanches asks if the FC is allowed to give advice on the MTO. Damgrave notes that the FC is allowed to give advice on all things that are going on with at faculty CTW.

Sanches notes that HR does not focus at all on PhD students. For example, her HR contact is the secretary of the research group. Sanches thinks that problems (in the HR area) are badly solved. Sanches wonders what HR does for example with PhD-students who drop-out.

The main question to the management team of the faculty is: What does the HR department do for PhD-students? Why does the department not focus on talent development of PhD-students and on problem solving?

9. Advice note commission educational organisation

Horstman explains the plans (in short: there will be a new management layer between the dean and the program director, the educational director. The education director will manage on cluster-level). The FC will write an advice letter to the dean of the faculty. This will be discussed next week.

10. Education

Nothing to discuss.

11. Research

65 Nothing do discuss.

12. Any other business

Horstman asks if there are problems with the new printers. There are some problems, but not big issues.

13. Questions

70 **14. End**

Actions:

Nr	Topic	Date	Person responsible	Progress
1	Login website to Römer	11-9-12	Stoffels	
2	Update lunch list	11-9-12	Ten Thij	
3	Archive to Maria Kamp	11-9-12	Masen	
4	Ask for last minutes internal meeting	11-9-12	Baltes	
5	Think of ways the FC can contribute to more communication from the management to the employees	11-9-12	All	
6	Write a text for the CTW-newsletter	25-9-12	Damgrave	
7	Read the yearplan	25-9-12	All	
8	Write concept-advicelletter	25-9-12	Horstman	

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