Minutes MSc PC – 25 June 2020

Online meeting via Zoom, 13:00 – 15:00 hours

Present	Absent
MS: Maciej Szymanowski (Chair, MM)	AS: Ad Scheepers (PM)
AL: Annelie van der Leelie (Minutes)	SZ: Solomon Zori (AFM)
AG: André van Gorp (MI)	BK: Bas Koene (OCC)
EC: Elena Corsiglia (MM)	AST: Adam Stożek (AFM)
JM: Juan Madiedo (MI)	FM: Florian Madertoner (FI)
GH: Gabi Helfert (PM)	NG: Niccolò Ghiggia (HRM)
GB: Guido Berens (GBS)	MC: Marcell Csomor (OCC)
EV: Elisa Vandensteene (BIM)	MA: Munther Alahmad (SCM)
DT: Dimitrios Tsekouras (BIM)	HF: Heleen Francoys (SM)
JF: Jan-Philipp Fuhrmann (FI)	
CK: Cynthia Kong (SCM)	
LB: Luca Berchicci (SE)	
AD: Annelore Doezé (SE)	
JME: Julija Mell (HRM)	**Guests**
TM: Tom van Mierlo (GBS)	AWL: Anna de Waard – Leung (Programme Manager of the PQI-HOKA Project)
FW: Frank Wijen (SM)	CD: Carla Dirks (Examination Board)

1. Opening and announcements

The chair welcomes everybody present.

1) MS announces that DT will leave the committee because he will be the new Academic Director of the BIM programme as of September.

2) GH would like to thank DT and the students for their good commitment to the committee over the past academic year. In addition, she also mentions that the MSc PC is moving in the right direction and is getting more impact within RSM.

2. Approval of minutes from MSc PC meeting 26 May 2020 – see attachment

GB: In the action point table, the words *all subcommittees* should be changed to *HOKA subcommittee.*

3. HOKA-report MSc PC – Anna de Waard -Leung

AWL informs the PC's and the FC about the HOKA-report of 2019 because these participatory bodies should write a reflection on their involvement in the HOKA Projects each calendar year.

1) The Interim Report Evaluation HOKA Projects forms the framework for the HOKA Projects from 2019 until 2024. This report shows the impact of and what HOKA has done with each project and the associated KPI's.The report is still under construction and is also being made more user-friendly.

2) The first part of the Report on PQI/HOKA 2019 summarises of what has happened in the HOKA Projects so far. In addition, the report also describes the process which has taken place to guide and implement the PQI programme and to run the HOKA projects since 2019. This includes a) Setting up a PQI-HOKA Steering Group which is responsible for guiding the HOKA projects, b) The HOKA Working Group has been established thus AWL has a communication line with the participatory bodies. Moreover, the working group also checks whether the assessments and evaluations of the applications, which are approved by the steering group, are clear, thus that the participating bodies can decide whether a project has a sufficient impact in the quality of teaching, c) The role of LIT is to guide teachers to use the PQI themes and projects. Furthermore, LIT checks whether the implementation plan is being implemented.

3) The second part of the report consists of the bachelor and master portfolios. For each project, the report

contains the KPI's, an overview of initiatives in a project and a summary of what should be changed in the future. 4) The assessment of the HOKA initiatives 2019 wasn't implemented properly because it was only assessed in the student evaluation. From 2020, however, the HOKA initiatives should be assessed from the perspective of students and teachers.

Comments of the committee:
1) MS: It would be better to have a HOKA Project website which gives an overview about the content, the status per project, a timeframe and future goals of the HOKA projects. Thus, other parties such as the MSc PC, know what is going on.
2) MS indicates there is a demand for an annual HOKA Project conference at which each HOKA project is presented and to exchange information between different parties. Examples of these parties are the participatory bodies, stakeholders and LIT.
3) AD comments that current students feel that their money will be used for the new students in the next academic year, as the master is a one-year programme. Nevertheless, according to her, the HOKA Project is going in the right direction.
4) EV misses the specific plans of each project in the 2019 report.

4. Update on TER – Carla Dirks
CD explains the additional changes to the TER.
1) There are a few changes in the online exams. For instance, the definition of a written test. The EB has made a distinction between a written exam and a non-written exam. This distinction is important for the resits and the rules of order.
2) There is a proposal to introduce an improvement option for individual assignments in courses that are only assessed by non-written tests. However, teachers can restrict this option to a certain grade to prevent students from doing nothing for the test. Examples of measures are a cap, a curve on the grade or grade reduction. Furthermore, CD indicates that there is a Dutch TER for the Dutch part-time MIM. This document is a translation of the MSc 60 EC English language TER. Lastly, the Dean should have the PC's approval on the curriculum changes in the MIM programmes.

Comments of the committee:
1) JF sees the benefit of the improvement option in courses with non-written tests only because if one assignment is going wrong and the others are going well, the students still have a chance to pass this course.

The proposed changes in the TER were unanimously accepted by the committee. MS will write a letter of consent.

5. Update on the Code of Order
MS explains that the Code of Order is being worked on, but that there are at least two issues that should be changed:
1) The school regulations describe a different selection procedure for new committee candidates than the MSc PC uses. The school regulations indicate that the MSc PC should nominate the new candidates and present them to the Dean, while in practice the ADs and department heads nominate candidates. These candidates are then appointed by the Dean. Therefore, the MSc PC requests changes to the school regulations thus that the committee can continue its own selection procedure. Due to the difficulty of involving any other bodies in the procedure because the first MSc PC meeting is already held before the other bodies can give their approval. MS will write a recommendation letter to the FC and the Executive Board.
2) MS proposes to adapt the Code of Order to the school regulations regarding the chair selection procedure, because the Code of Order describes that the Dean will appoint the chair, while the school regulations state and in practise the MSc PC selects their own chair.

Comments of the committee:
1) EV: It would be better if the MSc PC introduced a deadline for the selection procedure of student members for the committee.

6. Update on the subcommittees

MS would like to thank the committee members for their input in the subcommittees.

1) According to MS the TER subcommittee has produced a very user-friendly summary document of the TER. The PC, therefore, intends to publish this document on the website, in the annual report and distribute it to the teachers and students.

2) MS indicates that the Elective subcommittee created good recommendations to improve the elective registration system. Therefore, MS will write a recommendation letter to the Dean thus that GH could discuss these suggestions with the ADs afterwards.

7. Closing remarks
MS would like to thank all the committee members for their contribution to the committee over the past year.

8. Action points

What	When	Who
MS will write a reflection about the MSc PC involvement in the HOKA Project 2019	ASAP	MS
MS will write a consent letter about the changes in the TER	ASAP	MS
Create a review of HOKA subcommittee activities	ASAP	HOKA subcommittee
MS will write a recommendation letter to the FC about the proposed change in the school regulations	ASAP	MS
MS will write a recommendation letter to the Dean about the proposed recommendations on the elective registration system	ASAP	MS
The TER subcommittee will send their document in another format to the chair	ASAP	TER subcommittee
Publish the new Code of Order of the PC on the Website	As soon as school regulations are amended	AL
Prepare the draft annual report and share it with MS	Beginning of September	AL

Next Meeting: