

MINUTES MSc PC – 21 SEPTEMBER 2017

Mandeville, T03-42, 13.00 – 15.00 hours

Present

MS: Maciej Szymanowski (chair, MM)
GH: Gabi Helfert (PM)
AS: Ad Scheepers
FW: Frank Wijen (SM)
DD: Dirk Deichmann (MI)
MSp: Marijke Speelberg (GBS, minutes)
IB: Isabel Bienert (BIM)
LS: Lisa Schulze Egberding (SCM)
RE: Reinoud van Eerden (SM)
GN: Gerald Nuha (FI)
BT: Ben Tims (FI)
FD: Felix Dressel (MM)
JE: Juup Essers (OCC)

Absent

RK: Roelof Kuik (SCM)
DT: Dimitrios Tsekouras (BIM)
SK: Stephan Kramer (AFM)
MSh: Meir Shemla (HRM)
SB: Sigrid Batenburg-Mudde (PM, minutes)
WH: Wim Hulsink (SE)

1. Opening and announcements

The chair welcomes everybody present.

2. Approval of minutes from MSc PC meeting 13 June 2017

There are no comments on the minutes and herewith the minutes are approved.

3. Introduction of new PC members

Maciej Szymanowski: Chairman of Programme Committee. He's part of the marketing faculty.

Gabi Helfert: Executive director of master programmes. Role is to represent the management side of the school, so she's not a member of PC, but the bridge between the PC and the dean of education and dean. She joins the PC to become aware of PC wishes and improvements.

Sigrid Batenburg-Mudde: Programme assistant for the master programmes at RSM. Was not able to join this PC meeting, however she will normally be present at meetings and take minutes.

Dirk Deichmann: Assistant professor in innovation management, teaches bachelor innovation management and an elective on networks in msc programme.

Marijke Speelberg: Student GBS, Dutch and Korean. Completed a bachelor in Liberal Arts & Sciences and master in International Development Studies.

Isabel Bienert: Student BIM, German.

Lisa Schulze Egberding: Student Supply Chain, did IBA at RSM before, German.

Reinoud van Eerde: Student Strategic management, Dutch. Did bachelor in Utrecht and was a member of a similar committee at his high school.

Frank Wijen: Associate professor of strategic management. At RSM since 2004, Dutch.

Gerald Nuha: Student Finance & Investments. Bachelor in economics. He is Albanian but also has a Greek name, Dimitrios.

Ben Tims: Assistant professor of finance at RSM's finance department.

Felix Dressel: Student Marketing Management. German, completed his bachelor in Maastricht.

Ad Scheepers: Dutch, not an official member of the PC but will be present at the PC meetings to give information on policies and issues where relevant. He has access to a lot of information, business intelligence and management information.

Juup Essers: Has been with RSM for 30 years, representative for OCC.

4. Overview of Programme Committee activities in 2016-2017

MS will take the opportunity to speak about the overview of the programme committee's activities between 2016-2017 first as he needs to leave early to attend another meeting.

Every month there is a meeting. Please take a look at an earlier message sent by SB and note the dates in your agenda. Topics of discussion during a PC meeting are those at request of the Dean or brought to the PC's attention by a member.

An overview from the previous year

Elective registration

Decided to change the way students choose electives. Before it was 'first come, first serve', now students express their preferences for electives and the result is determined by an algorithm: least pain, most gain. Last year, 90% had first or second preference allocated through this system.

New student members initiate discussion about how to go about tie break and the workings of the algorithm. It is decided to postpone this discussion until a later moment when there is a content discussion about the topic.

Innovation fund

As a response to changes made to the availability of education funds issued the Dutch government, funds are being used to create innovative ways to approach education. Examples include creating videos for a course or other types of innovation. This is a topic also worth coming back to this year.

Business Information Management

The BIM programme has experienced a rapid increase in demand over the years. This resulted in problems to supervise thesis and provide adequate student guidance. Upon request from department, a maximum was introduced. Last year there were 380 students, this year there are 250. This will stay the same next year.

3 recurring topics

1. *Education quality*

Last year the PC worked on exploring how to quantify education quality and departed from the learning & teaching framework provided by the AACSB accreditation agency, taking four areas in particular:

1. Strategic management & innovation
2. What are the participatns (student, faculty, staff)
3. Learning experience
4. Academic & engagement

The PC questioned (1) how can quality be defined, (2) what is the school doing, (3) are the departments happy with what we have in place?

The PC divided into sub groups to see (1) whether we are doing the best we can do in each of these areas and (2) how we can measure the education quality.

Ways evaluations are done at RSM will be covered by GH in her presentation.

2. **PACs (Programme Advisory Committees)**

Some students last year were championing the existence of PACs to review the course content and in particular the course evaluations and independent reviews (acquired through social media channels etc).

Recommendation from PC: every programme is advised to have a PAC structure in one form or another.

SB will send around a 'blueprint' of the PAC advise given to the academic directors.

Gabi will send around the approaches of each academic director on adopting a PAC structure as they differ per each programme.

The PAC came into existence out of fear that the smaller programs may get lost in the PC

3. **TER (Teaching & Examination Regulation)**

We have a lot to say and power to approve it or not. How it works: the Dean of Degree Programmes (represented by GH) presents a new TER, and it is our role to discuss and either request changes, recommend changes or approve it. The discussion last year took longer than usual because of changes in legislation enacted per 1 September 2017 applicable to all PCs.

The TER addresses how examinations are done, resits, what examinations are done and so on. Also a window through which to exert influence on the school.

As a PC we want to be proactive and make changes, but it's also good to consider the achievability of issues and to keep a certain degree of focus. We can discuss a lot of things, but let's ask ourselves can we also make it happen within the short time span (1 year). For example: internships & solution and thesis combined with internship

Let's focus on areas where we can make an impact.

Closing statement by MS:

"I think that for the next meeting, every one of us should reach out to the constituents and ask: what was the main pain point you've struggled with. We're looking for topics to discuss to improve the system that governs this school. Emphasise that you're always available, in the core courses but also all the other electives. This will require strong collaboration with the PAC teams - sit in on the meetings or ask for the meetings.

We're ahead of other Dutch schools in many aspects, but one field where we're not doing as well is that of students knowing what the feedback mechanisms are at this school; information flow & transparency. This is a serious task for us to identify and work on.

At the start of each meeting is a moment when we all bring information about what's going on in the department, whats the news?"

5. **The role of the MSc Programme Committee – Gabi Helfert**

Comprehensive presentation, shared as pdf with members of the programme committee.

Extra note regarding the quality of of education:

June 2018 = AACSB & NVAO combined visit, students from PC will be invited to speak to them. The reason why this visit is combined is that the organisation made a deal 2 years ago they can combine the visit as the AACSB is one that will take place on an institutional level, while the NVAO is particularly interested in programme specific information.

Extra note regarding the code of conduct:

In 2015 the structure of the programme committee changed to include 22 members (students & faculty). It will be probably be a point of discussion with respect to the effectiveness of the current scope of the programme committee.

Take some time to review the rights & responsibilities of the programme committees (on the slides). GH took the time to translate them from Dutch to English.

6. Planning activities 2017/2018

- a. Communication channels with students and faculty, selecting priority issues
Communication within the PC via e-mail.
Communication within the student community via facebook (social media), introduce yourself to the classes during a core course & the PACs.

IMPORTANT CRITERIA TO KEEP IN MIND

1. Importance
2. Fits with the mandate of the programme committee (not only relevant to the master, should be overarching & relevant to all master programmes.
3. Actionability/feasibility of addressing the issue (less than a year to realise these topics)

7. Action points and closing

1. Include complete list of e-mails (MSP will ask SB)
2. During next meeting have a list go around for phonenumber.
3. Student members will introduce themselves to their student communities & PACs
 - a. Take stock of the issues that are relevant, suitable for the committee.
4. Go through the presentation prepared by GH.
5. FD will connect with the University Council to address the airconditioning issue in Sanders.
 - b. It will probably be a good idea to think about the communication flow/structure from PC -> FC -> UC.
6. SB will send around a 'blueprint' of the PAC advise given to the academic directors.
7. GH will send around the approaches of each academic director on adopting a PAC structure as they differ per each programme.

There is no other business.

Next meetings:

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| 26-10-2017, 14.00 hrs | 26-04-2018, 14.00 hrs (this date may change) |
| 20-11-2017, 10.30 hrs | 22-05-2018, 13.00 hrs |
| 19-12-2017, 13.00 hrs | 21-06-2018, 10.00 hrs |
| 25-01 2018, 13.00 hrs | |
| 27-02-2018, 13.00 hrs | |
| 27-03-2018, 13.00 hrs | |