

Minutes MSc PC – 21 September 2023

Online meeting via Teams 10:00–12:00 hours

Present	Absent
MS: Maciej Szymanowski (Chair, MM, BAM)	BS: Bianca Stoiciu (MI)
AL: Annelie van der Leelie (Minutes)	CS: Claus Schmitt (FI)
GH: Gabi Helfert (PM)	AS: Ad Scheepers (PM)
GB: Guido Berens (GBS)	MIP: Malgorzata Iwanczuk – Prost (MI, MBI)
SZ: Solomon Zori (MScBA AFM)	(MSc MBI)
MS: Maartje Schouten (POC)	(MScBA pMiM)
MK: Michelle Kossoi (MM)	
MC: Marta Cazzamalli (POC)	
KR: Kristupas Radzvila (SCM)	
TC: Teodora Comanescu (GBS)	
DB: Daiana Botezatu (MScBA AFM)	
FM: Felix Mayer (SE)	
IH: Ian Hermes (MScBA MiM)	
KK: Korcan Kavusan (MscBA MIM)	
PBC: Philipp Cornelius (BIM)	
YL: Yu Liu (SE)	
AN: Anna Nikulina (SCM)	
SET: Shinouk Ettema (MScBA P-MIM)	
NZ: Nadine Ziegengeist (FI)	
EB: Emanuel Ubert (SM)	
FH: Felicitas Huffer (SM)	
BB: Bas Bogers (MScBA BAM)	
NN: Nargiz Najaf (BIM)	

1. Opening and announcements

The chair welcomes everybody present.

2. Approval of minutes from MSc PC meeting 27 June 2023—see attachment.

GB: The sentence *Creating a (one-page) document for both department chairs and new faculty members, containing details (including links and contact information) regarding*. Should be changed to *Creating a (one-page) document for both department chairs and new faculty members, containing details (including, links and contact information) regarding teaching philosophy*.

3. Introduction of the MSc PC members

- Maciej Szymanowski: Chair of the PC. He represents the MSc MM and MScBA BAM.
- Michelle Kossoi: She obtained her bachelor's degree in Tilburg and she is representing the students in the MSc MM.
- Kristupas Radzvila: He studied in Amsterdam and he represents the students in the MSc SCM.
- Nargiz Najaf: She studied IBA at RSM and she represents the students in the MSc BIM.
- Guido Berens: He is an Assistant Professor and he represents the teachers in the MSc GBS.
- Maartje Schouten: She is an Assistant Professor and represents the teachers in the MSc POC, the successor of

- the MSc HRM.
- Marta Cazzamalli: She studied in Rotterdam and she represents the students in the MSc POC.
- Felicitas Huffer: She obtained her bachelor's degree in Maastricht and she represents the students in the MSc SM.
- Felix Mayer: He studied in Germany and he represents the students in the MSc SE.
- Nadine Ziegengeist: She studied in Germany and Canada and represents the students in the MSc FI.
- Gabi Helfert: Executive Director of the MSc programmes – not a member of the MSc PC, but a guest.
- Anna Nikulina is a faculty member who represents the teachers in the MSc SCM.
- Shinouk Ettema represents the students in the MScBA pMiM.
- Theodora Comanescu: She studied economics in Rotterdam and represents the students in the MSc GBS.
- Ian Hermes represents the students in the MScBA MiM.
- Daiana Botezatu represents the students in the MScBA AFM.
- Philipp Cornelius: Assistant Professor, he represents the teachers in the MSc BIM.
- Yu Liu: She is an Assistant Professor and represents the teachers in the MSc SE.
- Solomon Zori is a faculty representative for the MScBA AFM.
- Emanuel Ubert: He is an Assistant Professor and represents the teachers in the MSc SM.
- Bas Boger: He obtained his bachelor's degree in Amsterdam and he represents the students in the MScBA BAM.
- Korcan Kavusan is the faculty representative of the MScBA MiM.
- Annelie van der Leelie: Secretary of the BSc and MSc PCs.

4. Introduction regarding the rights and responsibility of the MSc PC

The PC is all about quality of education. There are different sources of input and feedback for the quality of education.

- 1) Student evaluations of teaching on different levels like programme and course level, master and thesis trajectory. Student evaluations show what went well in the past academic year and what should be improved in the coming academic year.
- 2) Graduate surveys.
- 3) Annual performance reviews of the faculty and the Academic Directors. They discuss what happened in the previous academic year and what the vision is for the coming academic year. A number of these changes are also discussed later in the MSc PC, for example a change in the curriculum or adding a course to a programme.
- 4) The Examination Board and Examination Monitor review the quality of the examinations.
- 5) Accreditations (NVAO, AACSB, EFMD). Accreditations are reviews of RSM's education, strategy and teaching quality level by an independent body to ensure that RSM is on par with what it should be.
- 6) Rankings.
- 7) Nationale Studenten Enquete (NSE) which is always implemented between February and March. The results are very important to the school because the NSE shows what could be improved in the programmes.
- 8) There is an International Student Barometer which takes place every two years.
- 9) Regulatory framework: All programme committees should follow the Dutch Higher Education ACT (WHW) Article 9.18. Programme Committees and Article 7.13. Teaching and Examination regulations (only exist in Dutch). In addition, the school has RSM Faculty Regulations which are aligned with the articles in the WHW.

Explanation of the different committees

- The MSc PC gives advice to the Dean and Dean of Education about the study programmes. One task of the PC is to approve the TER.
- There is a Bachelor Programme Committee.
- There is a programme committee for the MBA programmes.
- There is a separate PC for the MSc International Management/CEMS, as this is an 18-month programme with additional requirements and separate Teaching and Examination Regulations (TER).

- The Faculty Council operates for the whole school, not only the educational programmes, but also for research and operations. They give advice to the Dean of RSM, also e.g., related to IT, personnel, budget and parts of the TER. The University Council operates EUR-wide and advises the EUR Executive Board (*College van Bestuur*).
- The Programme Advisory Committees (PACs) are informal committees for individual RSM MSc programmes. In those PACs the Academic Director and students discuss suggestions and changes for the programme itself. One of the students is usually also a member of the MSc PC and a link between the committees.

5. PC proceedings and yearly agenda

MS Explained different aspects of the committee.

- 1) The composition: The committee consists of a) A secretary, b) A chair, c) 1 faculty and 1 student member of each programme (but sometimes a faculty member represents two programmes) and d) Different kind of guests such as the Executive Director, Policy Advisor and guests related to specific agenda topics. The contact person of the committee is the secretary.
- 2) Yearly Agenda: a) On response topics, the MSc PC will be approached by the school for consent or advice. One of the important topics each year is the TER, and b) There are two types of MSc PC initiatives: The Programme Committee Priority Issues and ad-hoc issues. The Programme Committee Priority Issues are committee-defined focal points of action for the entire year. In October/ November, members scout for important issues in their own programme. Importantly, those topics should be related to the quality of education and should be relevant to the whole master portfolio. In November, the PC selects the issues and forms subcommittees to work on those topics. In December/ February, the subcommittees present a draft proposal about their topic and in March/ April the subcommittees have their final output. Those outputs can take on different forms, e.g., a report, a presentation, an overview, or a recommendation letter. The second committee may also bring up ad-hoc issues. Those topics should be submitted to the agenda a week before the meeting.
- 3) The meetings are held once a month in a hybrid form. All documents discussed in these meetings are available in the MSc PC Teams environment. During the meeting there is a procedure how the topics are discussed. It starts with the introduction of the topic, then each member can indicate which topics they regard as important, and then the committee divides the time on those issues in the ensuing discussion. In addition, if necessary, a PC member can always ask for more information. Lastly, the MSc PC members vote to approve the advice or consent.
- 4) If absent, a) Notify the secretary and b) Share your input into issues on the agenda with the secretary. For faculty: if you are absent more than twice in a row, please find someone to cover for you. If you are more than 1/3 absent, your Head of Department will be approached.
- 5) From this academic year, the MSc PC will require guests with a request for consent or advice to really send in the document one week before the meeting with a clear description of what the guest wants from the Committee, as this wasn't always clear in the previous academic year.
- 6) The TER should be approved by the PC every year. On this document the committee gives consent, advice, and can bring in their own initiatives.

6. Overview of last year subcommittees

An overview of previous academic year subcommittees.

- 1) The HOKA Subcommittee dealt with how the money of innovation should be spent. However, last year the subcommittee wasn't involved in the process.
- 2) The Programmatic Practice-Relevant Assessment Subcommittee dealt with the change from examination to project-based education. It's a current issue so this one could be continued.
- 3) The Thesis Subcommittee researched what the friction points are in the thesis process, for example the co-reader choice.
- 4) The Course Evaluation Subcommittee worked on topics like response rate and how are course evaluations

formulated. Last year the subcommittee indicated that faculty framed the course evaluations as a negative component, whereas it should be seen as a positive topic.

- 5) The Diversity & Inclusion Subcommittee monitored the diversity and inclusion within RSM.
- 6) The Onboarding Faculty Subcommittee has reviewed different aspects of the onboarding for faculty and how improve the process.
- 7) The Open Education Subcommittee was related to how to make education more open to for example society, alumni and business world to be better embedded in society context.

Comments of the Committee:

- 1) MS: It would be useful if current MSc PC members could build on the subcommittees from last year because it would be more impactful.
- 2) MS would like to add an EB Subcommittee for this year because the EB would like to have PC student members involvement in the complaint procedure.

7. Closing remarks

8. Action points

What	When	Who
All members should read the draft annual report and the Code of Order advance of the next meeting	By October	All MSc PC members
Scouting of high priority issues for the new subcommittees	By October	All MSc PC members
Introducing the MSc PC and PAC in all the master programmes	By October	All MSc PC members

Next meetings:

- 13-Oct-23, 10.00h 21-Mar-24, 10.00h
- 30-Nov-23, 10.00h 18-Apr-24, 09.30h
- 21-Dec-23, 13.30h 16-May-24, 09.30h
- 25-Jan-24, 09.30h 13-Jun-24, 09.30h
- 29-Feb-24, 09.30h