**Present CC: Jamie, Shamyi, Charlotte, Bas, Diana, Gaetano and Patrick**

**Present Non-CC: Sabine, James, Bettina and Mirre**

1. ***Opening***
   1. DIANA will be sending the Agenda’s on the Fridays before meeting to allow the MT to prepare adequately.
2. ***Points to be discussed with the MT present***
   1. ***Governance structure (task and responsibilities of the constituents of the college)***
      1. **Will this be addressed in the regelement? or elsewhere?**

BETTINA: The CC roles are right at the end of the regelement, once the MT has changed these they need to be approved by the lawyer and will then be sent to the CC before they go to UU. These will be formal adjustments mostly.

SABINE: There will be a separate A4 document on the UCU governance structure with a description of all the bodies, what they do and their members + responsibilities. The Curriculum Committee will also be on there, with potentially an ASC member.

*With regards to the regelement changes due to the new BoS, the MT will talk to the Lawyer, as they may not want it distinctly specified as that removes the possibility of tweeking to improve the BoS. In addition the regelement still says heads meeting, thus things like that can be moves to procedures, and temporary committees like the curriculum committee will not be added.*

*JAMES suggested a name change to the Board of Studies as having the College Board AND a Board of Studies may be confusing. DIANA agreed, especially regarding the question of amount of hours.*

*SHAMYI inquires about the BoS receiving training, SABINE replied that the BoS are all representatives with positions that should already have training.*

* 1. ***Seneca Call for Proposal***
     1. **How is this call justified before an assessment of our curriculum and a clear vision of where we want to go?**

DIANA: To me the methodology isn’t clear; how are we going to approve new courses?

JAMES: Grass-roots objectives might spark imagination and basis of changes in the future; each approach has advent and disadv. This approach has the advantage of while thinking about it we can also judge the experiments, then the second round of funding next semester we can give a more specific call.

SABINE: Seneca might give better ideas than Curriculum Committee.

BAS: The procedure could be, write half an A4 with your idea and bring it to anyone looking at Seneca with if you stand a good chance, then they can tell you immediately.

JAMES: The bottom-line is, you can still bounce ideas but the Seneca grant proposal is more specified than Connect grants. We specified in the direction we anticipate the college moving to.

DIANA: This procedure isn’t very clear.

BAS: Who would clarify?

JAMES: If the question comes to you, you can answer then but if you judge our involvement in the answer to be necessary then we can do answer.

* 1. ***Course Evaluation***
     1. Time line

DIANA: Have you envisioned a timeline?

BAS: Especially regarding the report from the heads?

SABINE: I discussed with the heads, and they will get into their role and communicate to you about this. The first step was made, and I will discuss this with the heads and Elsa and get back to you.

* + - 1. PATRICK: What are the plans for course evaluation evaluations?  
         SABINE: This is a new question to me. I am not familiar with course evaluation evaluations.
      2. PATRICK: There is a lot of teacher and student concerns with course evaluations, these concerns may be the reason students are not as involved with answering the course evaluations.
      3. BAS: Fried acknowledged it.
      4. SABINE: Was there a plan?
      5. JAMES: We agree something needs to be done. It’s serious because it affects the participation rate, and it works in a demoralizing way. It’s a serious problem in multiple ways, we would to start with proposals. We would want an inventory from the CC about what is problematic? Which questions are in jeopardy, what do you want added? If you’ve talked before rebring that document to us, and we can get back to you about concrete steps.
      6. CHARLOTTE: You want us to make a review of the current course evaluations?
      7. SHAMYI: There might be an old document.
      8. SABINE: Make sure I know about it.
      9. *We will find the old document review and send to the MT.*

**ACTION POINT: Sabine** will get back to the CC about the Head reports

* 1. **Career path document**
     1. **Questions? Hiring policy?**
        1. *Shall we talk about it in this meeting and then give you feedback?*
        2. *We can send the formal advice at a later date.*
        3. BAS: We asked Bettina to come up with a document that clearly explains the career path at UCU, because there’s a lack of clarity there. Bettina seems to take the UU procedures and just adapt it to us. What worries me is that there are 4 scales of prices, Bettina states that the default is that everyone should be at 11. But an 11 means that you do not teach a self-created course, we have teacher that teach self-created courses. So we should go for at least 12 for everyone.
        4. Gaetano: BKO and PhD? The title should be part of this.
        5. DIANA: and tutoring is not a part of this?
        6. BAS: They couple teachers and tutor; and look at the same time.
        7. DIANA: What about all these committees? Does that count?
        8. BAS: Not according to B\_\_\_\_\_\_\_\_\_? But the faculties at their own discretion tend to add that. If the faculty agrees with these things, then you can bypass the uu flow regulations.
        9. DIANA: If I could chose I would just bypass.
        10. BAS: I got a grant for the stimulerings project, but I’m still just “good”. How do you become excellent?
        11. PATRICK: It means you’re doing things, more than what you should?
        12. BAS: It’s adhoc.
        13. JAMIE: How does it work?
        14. BAS: If you’re excellent for long enough, or ask for long-enough.
        15. Gaetano: It’s important for students as well; because teacher satisfaction helps with improved education.
        16. BAS: There should be a leeway in the hours schedule for things that are not scheduled but should be able to be explained. Because with this table; they can also say “you’re not spending your time properly”.
        17. CHARLOTTE: So what do we want to do with the doc?
        18. BAS: We should put in criteria for when you are developing your career, not hour compensation, as that shouldn’t be brought up again.
        19. DIANA: Would remuneration be accounted of changing the career here.
        20. BAS: Bettina thinks this is important, and she wants feedback, this document should be shared to everyone. Involving Christel would be good. We can send Bettina with the questions and then talk to Christel.
        21. PATRICK: Should we not get her input before we send it to Bettina?
        22. BAS: Should we invite her to a CC meeting? Would the student reps need to be involved?
        23. CHARLOTTE: Still one student rep in one of these committees? A fresh mind could help; because it might be too into it for you guys.

**ACTION POINT: Diana** send Lutz an e-mail asking for feedback on the career path document, if she has time to come to a meeting to give it to everyone **yay** otherwise written feedback.

*DIANA: I would like to not have too many new agenda points.*

*The transition manual is not a document with ongoing projects,s o maybe not have too much.*

1. **Approval of last minutes**
   * + 1. *The earlier meetings were not official meetings. The minute taker sends e-mail ASAP, there was consideration for a minute-taker that is not the ASC Secretary. Either a professional secretary or a student. What happens when minute-taker is absent. Mirre likes more literal minutes.*
       2. *Agenda Points, as Patricia will be absent every CC meeting this semester, it would be appreciated if Agenda Points had an indication of what would be done, “discuss” vs “decide”, then Patricia can send comments in advance.*
       3. *How many people need to be present to have an official vote?*
       4. BAS: Old minutes officially have to be approved, but these three Budget, Old Meets New and Training fall outside.
       5. Gaetano: How do we want to present these minutes to the public? Long, short and summarized? I can volunteer to take care of the communication together with a student. So both sides are always discussed.
       6. **JAMIE: We will discuss that as ASC, and get back to you.**

**ACTION POINT: ASC** will discuss whom is the student representative in the communications.

* + - 1. DIANA: What are we supposed to publish?
      2. BAS: It’s technically supposed to be totally open; so the minutes should be open to everyone. But they need to be understandable for people who weren’t here.
      3. Gaetano: I made a slack; with channels that are private. One private channel is minutes; there you can post documents and start conversations. You can post the file; make a lot of files, and make comments and it.
      4. BAS: Are we going to open this to others?
      5. GAETANO: This is the private part; and we can also make public channels, and e-mail everyone a link. You can also link updates posted there to automatically send an e-mail.
      6. GAETANO: The first goal is the internal communications, but there’s an option for publication. Then after a meeting we can post an update/summary.
      7. JAMIE: Registering for Slack is an extra step?
      8. SHAMYI: How about a blog?
      9. GAETANO: We should decide very shortly, with an introduction of us and a report of our meeting.
      10. BAS: It’s important, but we should not spread out all the info; right now. We are all added to the e-mail; and there is an auto-forwarding. Then someone can post the document on Slack
      11. SHAMYI: We as ASC have this as well;
      12. CHARLOTTE:
      13. GAETANO: Then why not start with Slack only?
      14. DIANA: For the first time it might be a huge mess; but it will be better when we get used to it.
      15. PATRICK: One person should be in charge; and ensure the e-mails go into the document.
      16. Mirre: We can integrate e-mails
      17. PATRICK: Do we want that though?
      18. BAS: We have an O:// drive; and that’s more secure so how would we do it?
      19. GAETANO: We can use Slack for all the communications; where all the documents stay in the e-mail unless we say.
      20. CHARLOTTE: Slack has the amazing channels
      21. DIANA: I want to get more familiar with Slack and then process it and decide.
      22. BAS: I can send everyone where to find what in the old system and Gaetano can send a proposal for the new slack method of working.
      23. PATRICK: I think a point to ask is then, is it worth the hassle?
      24. DIANA: If we then high-light the issues the last CC had?
      25. PATRICK: But a big part was public.
      26. BAS: Have we arranged chair meeting with James?
      27. DIANA: Sort of, he promised to send us an e-mail. He said yes, but now when is the question.

***ACTION POINT: BAS*** will send the CC an explanation of what is found where on the old system.

***ACTION POINT: Diana*** *will ask Bettina again about a secretary.*

1. **Division of tasks/activities among all CC members**
   * 1. *DIANA: We decided it would be more efficient, if we divided the CC tasks among different sub-teams. GAETANO is communication and archive. PATRICK is quality control and personal issues. DIANA and BAS are legal issues. GAETANO is main responsible for ARR. An idea would be to match the student members to these sub-teams as well.*
     2. *DIANA: A person in charge of an area delegates within that area.*
     3. *PATRICK: It increases accountability*
     4. *DIANA: It means we spend less time arguing about all the specific details.*
     5. JAMIE: is there a document?
     6. DIANA: I can send an e-mail, or through Slack!

**ACTION POINT: Diana** will send an update with the current task separations of faculty CC members.

**ACTION POINT: ASC** will meet and talk about their preferences and get back to Diana by Friday, Sept 15th, 2017.

1. **Set up priorities as CC**
   1. **Short and long term**
      1. DIANA: Short, this semester and long, CC goals this year.
      2. BAS: I think number one is ***the new regalement*** in conjunction with the WHW definition. The organogram, ***the structure of the college.***
      3. DIANA: How about the ***policy manual***, because right now it’s guidelines, which can be twisted.
      4. BAS: It’s an appendix to the regalement, describing the current decision. The regelement described how the UU sees UCU in light of the WHW, then next is to ensure that there is a document that states the rules of procedure.
      5. DIANA: For me any annex, is a protocol. How about deadlines?
      6. BAS: The deadline was 1st Sept.
      7. JAMIE: I wrote down looking into ***being a part of GW***, because their reasoning was vague? Looking into the actual cons.
      8. SHAMYI: They told us that it doesn’t give us as much autonomy.
      9. BAS: In case of issues, we are not autonomous.
      10. JAMIE: That is not necessarily a bad thing, there might be more support if we are a part of the GW faculty.
      11. BAS: They always think that what we want to be a faculty, we don’t want that we want to be a full-fledged medezeggenschap.
      12. DIANA: Do we want to change that?
      13. GAETANO: Can’t we become a LAS college?
      14. BAS: No, because then we’d have to change the CROHO code.
      15. DIANA: The priority is ***to get the medezeggenschap***, that’s the point. Then we need the legal advisor.
      16. PATRICK; There’s a goal at the end to better UCU, we should not pursue something like this if it affects the UCU teaching quality.
      17. DIANA: We want a legal interpretation how this law is applicable to us without changing, they already envision non-faculty entities. But Dean thinks no because it doesn’t explicitly say organs, we should get a lawyer stating we fall under such non-faculty entity.
      18. PATRICK: If becoming such a registered organ, comes with consequences we should be careful.
      19. DIANA: I think we need to get it clarified, and such right is good because it allows a 3rd party to be objective.
      20. BAS: It’s all about medezeggenschap and our role; are we there for window-shopping or as an organ. And the geschillencommissie, we can go there as OC for curriculum, but we cannot go there as FR for faculty issues.
      21. CHARLOTTE: Other goals?
      22. SHAMYI: ***The QMC***, it was a project for Fried, but it got pushed down as he left. They told us it was continuing, but we need to pursue it.
      23. BAS: ***Course evaluations.***
      24. PATRICK: Last year the main issue was lack of accountability with the QAR, because so often, things are just not done and I want that accountability seen.
      25. CHARLOTTE: Clear the process up for us and for everyone in the college?
      26. SHAMYI: I heard about a document with proposed changes to the QMC; it was shared but got ignored, we could re-do that.
      27. PATRICK: They’re going to revamp the entire QMC document; start from scratc. So that’ll come up in our agenda’s soon. I think we should talk about **accreditation** and the transparency; our involvement with accreditation, and be more transparent as we talked about earlier.
      28. BAS: To me it’s totally unclear if there’s an accreditation strategy. There’s a possibility they might not even come to UCU; but if they come and they want to talk to the OC and the EB there are issues. There are EB issues which should’ve been solved pre Sept 1st. It seems as though they are unprepared.
      29. CHARLOTTE: Or they have a plan that they haven’t shared?
      30. PATRICK: If I look at the QAR, they wrote that by the end of summer 2017 they wanted to talk about the accreditation.
      31. BAS: What document?
      32. GAETANO: What is a potential action we can already take?
      33. PATRICK: Without having discussed it here, ***we want the plans for accreditation?***
      34. DIANA: ***Clarity of tasks and responsibility***; because then with accreditation people should know.
      35. CHARLOTTE: Use the accreditation as a pressure to get the role and responsibilities cleared up.
      36. JAMIE: Make a priorities Slack channel for brainstorm; ASC will talk in their meetings and brainstorm.
2. **Organization of CC meetings**
   1. **Small and large meetings**
      1. BAS: We have meetings; they clash a lot with. So I will sit with Ingrid; and re-consider so that the MT joining is easier. Maybe if we switch small and large that will solve.
      2. GAETANO: A slack channel for meetings.
      3. DIANA: If the MT can only make 2pm, do we want to meet 20 minutes earlier? To talk through the topics we want to bring up with the MT.
      4. BAS: If we change the times; we can meet before MT drops in, which will also allow the chairs and deans meeting.
      5. PATRICK: What if there’s an important topic that is urgent?
      6. DIANA: We can call for extra CC meetings.
      7. CHARLOTTE: What are sub-committees?
      8. GAETANO: You take the lead, and the responsibility after the meetings. You’re responsible rather than a sub-committee.
      9. GAETANO: I am responsible for the preparation in advance and the CC still needs the entire proposal.
      10. JAMIE: In that case; there was an e-mail about speech the Dean’s, sent without student CC members knowledge. We agree with it, but we would’ve liked to have been involved with that discussion.
3. **The CC role in the new committee that will advise the BoS on our curriculum**
   1. **Synergies of cooperation**
      1. DIANA: The disorganized way of doing it; helps with avoidance of tasks and responsibilities.
      2. BAS: Should we ask the MT about everyone’s roles and tasks; and why the decision was made? Guus is working on an e-mail about why the DoE is the chair, or why she is even on the Curriculum Assessment committee;
      3. SHAMYI: Will this be on the tree?
      4. DIANA: What is it; when will it work?
      5. SHAMYI: They asked a student to be part of the assessment committee.
      6. PATRICK: Is this not the role of the CC?
      7. GAETANO: I understand it is expected that one of us will be informally on there?
      8. BAS: How does the MT see us? As a council (a raad), ideas, suggestions and design stuff or do they see us as a control body.
      9. GAETANO: We have to demand an active role, we should ask if we can have a faculty and student CC member in the committee; whom can then report to the CC and then push the CC agenda.
      10. PATRICK: We must ensure someone from the CC is in this committee
      11. CHARLOTTE: They need to clarify what they do, and how it’s different from all the other things.

**ACTION POINT: Bas and Diana** (legal team) contacts to ask for clarifications.

1. CC Rules of Procedure
   1. Time line
   2. How many of us need to work here?
   3. Document

**ACTION POINT: Bas** will look into the rules of procedure and policy manual for CC