

Concept minutes of the *Plenaire vergadering* of the CSR on 1 January 2020

Present	Pjotr van der Jagt, Artem Gryshchenko, Mariia Lisova, Pelle Padmos;
Absent	Luca Babovic, Roos Creyghton, Alicja Kępka, Ömür Güven Kirli, Anna de Koning, Maya Moreno, Daniëlle de Nobel, June Ouwehand, Saachi Samani, Hahae Son;
Guest(s)	Mariska Min <i>Coordinator Teaching and Learning Centre, Academische Zaken</i>
Minutes	Sacha Both <i>Ambtelijk Secretaris a.i.</i>

Concept agenda

1. Opening
2. Mail
3. Adapting the concept minutes
4. Checking the action list
5. Announcements
6. Updates DB & taskforces, delegates, central student assessor
7. Setting the agenda
8. **Profiles RvT**
9. **Contemplation Room**
10. **Green Commitment**
11. **UB Extended Opening Times**
12. **UvAgony Aunt appearance**
13. **Spending advance money 2019**
14. W.v.t.t.k. / Any other business
15. Input requests: FSR's / Media
16. Evaluating the PV
17. Questions + closing the meeting

1. Opening

Pjotr opens the meeting at 11:15h and welcomes the meeting participants.

Mariska Min, Coordinator Teaching and Learning Centre, is present at the meeting to get acquainted with the activities of the CSR after meeting with Anna.

2. Mail

The council discusses the in- and outgoing mail.

3. Adapting the concept minutes

The concept minutes of PV191212 and PV191219 will be set at the next meeting.

4. Checking the action list

The action list gets updated.

5. Announcements

The absentees and people leaving early are listed.

- Artem needs to leave at 12.30
- Alicja is absent and mandates Mariia
- Ömür is absent and mandates Artem
- Daniëlle is absent and mandates Pjotr
- Saachi is absent and mandates **Hahae**
- Maya is absent and mandates **Alicja**
- Luca is absent and mandates Roos
- Roos is absent and mandates Pelle
- Anna and Hahae are absent

6. Updates DB & taskforces, delegates, central student assessor

There are no questions about the written updates.

7. Setting the agenda

The agenda is set with the following changes:

9. Profiles RvT (8)
 13. Contemplation Room (9)
 12. Green Commitment (10)
 11. UB Extended Opening Times (11)
 8. UvAgony Aunt appearance (12)
 10. Spending advance money 2019 (13)
- Profiling Fund is taken of the agenda.

8. Profiles RvT

The council is asked for advice on the profiles of the RvT.

Pjotr explains the procedure. The council can advise on the profile of the members of the RvT, which the ministry will use to invite new members next year. Pjotr asks everyone to make sure to read the meeting pieces for next week **before** the meeting so they can be discussed properly during the next PV **[action]**.

9. Contemplation Room

The council discusses new and the existing ideas for improving the contemplation room.

Pele asks about the budget, Mariia replies it is from the UvA, a financial officer is responsible for allocating the funds. There is no specific budget available. Only standardized items are appropriate to use. Pjotr adds that the council does not have to take the budget into consideration, just to make suggestions for improvements.

What are some ideas you have for improving the contemplation rooms? Pelle suggest ceiling paintings in addition to the items listed in the meeting piece.

Which ideas do you dislike and do not think would improve the rooms? Artems reflects puzzles, music and other items which stimulate to interact do not seem appropriate.

The list of suggestions from the Instagram-pole are discussed, unsuitable suggestions are stricken:

- Plants
- The room to be open on weekdays and weekends
- Books
- Pillows

- 55 • ~~Massage chair~~
- ~~White noise machine, Relaxing music~~
- Beanbags, Comfortable Furniture
- ~~Food & Drinks (coffee, tea, similar beverages)~~
- ~~Puppies~~
- Nicer lighting, light dimmer
- ~~Candles~~
- 60 • A clear sign for the door and the building
- Rug for the floor
- A coat rack/hanger
- Yoga mats, Yoga ball
- Humidifier
- 65 • Drawing paper roll
- Puzzles or sudoku
- ~~Windows~~
- ~~Wi-Fi~~
- ~~Mirror~~
- 70 • Ceiling painting

Maya will e-mail this feedback to Facility Services to ask which changes can be achieved at each campus [action].

10. Green Commitment

The meeting piece is clear. Pelle asks for a list of all parties involved in the Green Commitment which Pjotr will compile [action].

Temperature check: are the councilmembers keen on signing the Green Commitment (bearing in mind that the Green Office will take our feedback into consideration).

- Majority is unsure

The CSR is in favour of the ideas for Green Commitment but needs more information in order to make a decision.

Artem feels the deadline for giving feedback before the 14th of January might be too short. Pjotr will send a message in telegram [action].

11. UB Extended Opening Times

Meeting piece is clear. The CSR discusses the different options for evaluation. Pelle would like to discuss the 60%; the moment the measurement is taken might influence the outcome. Artem suggests using a survey, motivating with an incentive, for example free coffee. Mariia asks why attendance is not measured by scanning. Artem answers because not all visitors are there for the library. Pelle adds that this is not before nine and after eleven and a margin for leaving and re-entering can be taken into account. Pelle is in favour of using the smileys as a way of measuring. The O&F committee will discuss the way of measuring and percentages in their meeting on 10th of January and report back in the next PV [action].

12. Spending advance money 2019

At the end of 2019 the PR committee received an advancement on budgeted spending's for the end of 2019 to make the most of the remaining 2019 budget as it expires at the start of 2020.

The council now needs to decide if this money is spend as follows:

- Kerstkaart - €150
- Social media - €150
- Promotiemateriaal - €500
- PR representatiekosten - €300
- Nieuwjaarsborrel - €200
- Overige evenementen - €350

Spending on the kerstkaart needs to be reallocated as it was not done because of unsustainability.

Voting proposal: The CSR 19-20 votes on the spending of kerstkaart to transferred to a new post 'overige'.

In favour: 8

Against: 0

Blanco: 0

Abstain: 0

The council is in favour of and decides to add the budget to the new post 'overige' (decision).

Voting proposal: The CSR 19-20 votes on the spending of the advance this year.

In favour: 8

Against: 0

Blanco: 0

Abstain: 0

The council is in favour of and decides to proceed with the spending (decision).

Voting proposal: The CSR 19-20 votes on the spending part of the budget of the advance money on posters and promotion on Facebook and Instagram for Dry January (estimated costs of €100 in total, €40 social, €60 print).

In favour: 8

Against: 0

Blanco: 0

Abstain: 0

The council is in favour of and decides to proceed with the spending (action and decision).

Voting proposal: The CSR 19-20 votes on hosting a Dry Nieuwsjaarsborrel.

In favour: 8

Against: 0

Blanco: 0

Abstain: 0

The council is in favour of and decides to start planning the borrel (decision).

Pelle will write a proposal and in the next PV the estimated costs will be voted on [action].

13. UvAgony aunt appearance

The CSR decides on the way the UvAgony Aunt is implemented in relation to the Complaints Committee.

Voting proposal: the council lists their preferred options:

- UvAgony Aunt - 1
- Complaints Committee - 2
- 140 - Combination of UvAgony Aunt walking around inviting students to the Complaints Committee- 3
- Combination of sitting with the Complaints Committee- 2
- None - 0

The CSR is in favour of having the UvAgony Aunt walk around the school campuses and direct them to the Complaints Committee **[decision]**.

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-Artem leaves at 12.35-

14. W.V.T.T.K. / Any other business

- Mariia will not be present at the evaluation weekend because of exams and will inform Alicja **[action]**.

15. Input requests for the FSR's / to the media

- PR committee will print and distribute Dry January posters.

16. Evaluating the PV

150 *The council evaluates the course of the PV and the quality of the meeting pieces.*

It was a nice meeting.

17. Questions + closing the meeting

Pjotr closes the meeting at 12.39h.

155 **Decisions**

- D200109-05** The council decides on having the UvAgony Aunt walk around the school campuses and direct them to the Complaints Committee.
- D200109-04** The council decides on hosting a Dry Nieuwsjaarsborrel.
- D200109-03** The council decides on spending part of the budget of the advance money on posters and promotion on Facebook and Instagram for Dry January.
- 160 **D200109-02** The council decides to proceed with the spending of the advanced budget this year.
- D200109-01** The council decides on transferring the budget of kerstkaart to a new post 'overige'.
- D191219-01** The council decides point 4 and point 6 are taken of the Diversity Nota shortlist.

Action list

- 165 **200109-07** Mariia will not be present at the evaluation weekend because of exams and will inform Alicja.
- 200109-06** Pelle will write a proposal for the Dry Nieuwsjaarsborrel and in the next PV the estimated costs will be voted on.
- 200109-05** The O&F committee will discuss the way of measuring and percentages for the UB extended opening times pilot in their meeting on 10th of January and report back in the next PV.
- 170 **200109-04** Pjotr will send a message in telegram about the deadline for giving feedback on the Green Commitment before the 14th of January.
- 200109-03** Pelle asks for a list of all parties involved in the Green Commitment which Pjotr will compile.
- 200109-02** Maya will e-mail the feedback for the Contemplation Rooms to Facility Services to ask which changes can be achieved at each campus.
- 175 **200109-01** Pjotr asks everyone to make sure to read the RvT profile meeting pieces for next week before the meeting so they can be discussed properly during the next PV.
- 191219-04** Check with FSR's about what they think about lowering honours from 7.5 to 7.
- ~~**191219-03** Write UvAgony Aunt deciding meeting piece and include the combination of both option more specified.~~
- 180 **191219-02** Put the honours programme on the agenda of the FSR's.
- ~~**191219-01** The list of RvA candidates as discussed by the council will be given to Alicja~~
- ~~**191212-11** Maya write an informing meeting piece for the next PV meeting about the Green Commitment.~~
- ~~**191212-08** Maya will create a google document which the council members can give their input on improving the contemplation rooms. Discuss the results in the next PV meeting.~~
- 185 **191212-07** Maya will ask Amsterdam United if they agree with this approach for Join the Pipe and then send the list to Facility Services.
- 191212-06** Get updates on the implementation of the Diversity Policy to be able to move forward and invite people to the PV meetings to be more informed (ask Mariska for more information about the meetings).
- 190 **191212-03** Anna will collect information about the ICTS Blended Learning workgroup and the plans for the pilot before anything is set in place and will discuss this with the council.
- 191203-02** From the DB minutes: ask in the PV if other councilmembers are interested in workshop privacy.
- 191205-02** Pjotr inquires which rights the decentral councils have with regard to setting the (faculty) budget within Dutch universities.
- 195 **191205-01** The CSR discusses the model OER with the FSRs on 22 January, Pjotr will send mail to other FSR's.
- 191128-06** The DB sets up a plan for the evaluation weekend and discusses this with the council.
- 191128-07** Pjotr gathers information from other universities about their exams regulations and master entry requirements, in order to make a comparison with the UvA's policy.
- 200 **191121-04** June inquires different options for lawyers to ask legal advice from and asks them for an invoice of their services in order to provide the CvB with this invoice for their approval.
- 191002-04** For discussing the language course for *medezeggenschap*, O&O lists the problems that international students face and which the language course should counter, how to decide whether these courses are needed, and how to set up summer courses.
- 205 ~~**190911-01** All council members fill in their availability in the CoBo schedule.~~



Pro memorie list PV CSR

- 210 **140908-04** The DB keeps an eye on late meeting pieces and is strict about *nazendingen* and being present in time.
- 140908-05** A double check on the spelling and grammar should be done for all communication. Committee chairs have the final responsibility in this.
- 141208-04** The committee chairs notify the PR-committee after their meetings which files, that the CSR is working on, should be raised in the media.
- 150420-01** All DB-members send their updates before Sunday 20.00h. Delegates send their updates before Wednesday 09.00h.
- 215 **160502-01** The DB takes good care of the plants.
- 161017-04** The committee chairs make sure that everyone gives proper feedback in their committees about the work, steering and soundboard groups, and they make sure the documents are saved on the P-drive. Council members archive all their documents in the P-drive.
- 161017-05** The committee chairs oversee the diverse division of speakers for the OV.
- 220 **170201-04** The DB oversees a proper balance between small and large files in the PV.
- 171108-04** The delegates check whether the agendas, minutes and letters of the FSR's are being published online.
- 180207-01** Council members try to take care of expressing their opinions and give arguments for their standpoints.
- 225 **181203-01** The committee chairs keep their OV-planning up to date and fill their OV-planning in the calendar in Trello.
- 190213-11** Pjotr and Anna prepare the files that will be discussed in the UCO in advance with the CSR PV.
- 190904-01** The DB protects the diversity of the council and supports a just and coherent working environment.
- 230 **190904-02** The council concerns sustainability in their committees and its plans.