

Concept minutes of the *Plenaire vergadering* of the CSR on 22 April 2020

Present	Pjotr van der Jagt, Alicja Kepka, Hahae Son, Saachi Samani, Tara Olsen, Ömür Güven Kirli, Daniëlle de Nobel, Anna de Koning, Artem Gryshchenko, June Ouwehand, and Maya Moreno;
Absent	Mariia Lisova, Pelle Padmos, and Luca Babovic;
Guest(s)	Dan Afrifa, Annemarie Zand Scholten, Miek Krol, Frank Benneker, and Frank van Tatenhove;
Minutes	Olav Abbring <i>Ambtelijk Secretaris</i>

Concept agenda

1. Opening
2. Mail
3. Adapting the concept minutes
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5. Announcements
6. Updates DB & taskforces, delegates, central student assessor
7. Setting the agenda
8. **Corona advice**
9. **Corona update**
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11. **Proctoring**
12. W.v.t.t.k. / Any other business
13. Input requests: FSR's / Media
14. Evaluating the PV
15. Questions + closing the meeting

1. Opening

5 *Pjotr opens the meeting at 11:18h and welcomes the meeting participants.*

2. Mail

No comments on the mail

3. Adapting concept minuets

The concept minutes of the 15st of April of 2020 have been set without changes.

4. Checking the action list

The action list gets updated.

Done in attachment

5. Announcements

10 *The absentees and people leaving early are listed.*

A number of applications were send in for the position of central student assessor. The first round of interviews for the central student assessor were yesterday. Next month the last round of interviewing will be done. It is suggested that members who didn't get chosen for the student assessor can be asked to participate in the elections.

The elections will have a theme this year and with that theme the elections will get special promotion opportunities.

20 Karen will join the webinar the CSR is hosting for the elections next week.

Members of ICTS will join this meeting at 12:35, they will give information on Proctoring and will answers questions from the CSR.

25 The CvB will postpone the time-line of the Instellingplan.

Mandates

No mandates

10 votes so a quorum is met.

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

30 No questions on the updates.

7. Setting the agenda

The agenda is set without changes.

8. Corona advice

Suggested changes are:

Information

35 It is suggested that under Information it should be emphasized more that the CvB should communicate accurate information and that revoked information should be showed as being revoked, so that the reader is aware what has changed.

Final year students

40 It is stated that flex studying should be used as the main proposed idea. It is argued that the refund of tuition fee should be the main proposed idea, because flex-studying wouldn't be feasible and possible for international students from outside the EU due to European laws. Also if refund of tuition fee is chosen, it should be looked at that only a part of the fee is refunded. It is added that last year the government chose to pay half of the tuition fee for all first year students in the Netherlands. It could be asked if the UvA will use their reserves for this situation.

45 The TU Delft also has a plan to allow students who need to redo courses from block 4 through 6 to do these during the first three months of the new study year, this can be added.

Harde knip

50 It was recently announced that this will be changed to a 'zachte knip met restricties'. In the document it can be changed that the CSR is happy to see that this has happened and to now emphasize the proposed policy that there should be a standard for everyone and what the possible exemptions are.

- June joined the meeting -

55 Proctoring

It is argued that depending on how proctoring is used maybe it shouldn't even be used as a last resort.



60 It is stated that during the meeting with the FSR chairs that they were all against proctoring. The mental health aspect of having to do exams from your own house should also be taken into consideration. It is suggested that students themselves can be given the choice to opt out if an exam is done with the use of Proctoring and then with an alternative, here the hardheidsclausule can be referenced.

Mental health

65 The issue of workload can be mentioned here, how extra assignments and deadlines can create pressure should be stated and it should be advised in the conclusion that the CvB should ask lecturers to lessen the amount of workload for students, the FGw could be used as a source, there was an increase in deadlines and readings in that faculty.

Block 6

70 It should be stated that there needs to be clarity on block 6 for the whole university as soon as possible. And it will be stated that practical on site education should take place for courses that need it.

Before anything is send to the CvB this document will go to O&O.
The vote will be done via e-mail.

9. Corona update

75 One of the big topics was the harde knip. The result has already been published. Discussions have been held on cum laude and honours, this is also stated in the advice.

10. Election update

80 Working on the elections is going well on the end of the CSR and the bureau communicatie (BC). Haha is asking the parties and others to provide content for the promotions. There are weekly meetings with Suzan from bureau communicatie. There was a letter send from some of the parties and some of the FSRs with 7 suggestions. 6 of those suggestions have been taken up. A preview of the online magazine for the elections will be send today by BC. Information on voting and on the parties has been uploaded to UvA's site and the minutes from the election group meeting will be send in the election Whatsapp group. Alicja will be meeting with the parties on Monday for the voting compass. In the magazine the FSRs each get one page, Suzan can be asked on how this will work. Haha will write down who didn't respond to the request of information and will share that in the elections group so the parties know who needs to react.

11. Proctoring

Why proctoring now

85 At FEB exams for block 4 needed to be rescheduled. 75% were rescheduled as another form. For 25% no alternative could be found. Something similar is also the case at other faculties. The reason is usually that the courses are too big and the information that needs to be tested is to basic. The consequence would be that students wouldn't be able to take their exam this year.

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Information on proctoring

95 When using ProctorIO the examinee needs to be identified and the vicinity needs to be checked, ProctorIO also monitors inappropriate behaviour via webcam, screen sharing, keyboard inputs, browsing during digital exams and information on running programs. Examinees aren't looked at during the exam by a human. The recording can be made available to an appointed person, but only if there is a suspicion of cheating. Information is matched with a suspiciousness level. The lecturer can, after the exam, check the footage.

Pilot at FEB

100 During the first test, there were technical problems. The second pilot from 107 students 1 couldn't fix the technical problem. The next pilot is tomorrow, it is not compulsory.

Privacy and proctoring

105 The UvA is checking privacy and the security of the servers. Proctoring requires a room scan and screens need to be shared, before the exam this can be tested. Students themselves can do a lot to not have their privacy invaded. Online proctoring as experimented with now is all under the assumption that it will only be used if there is no alternative and during resits. 150+, resits and special cases approved by the director of education.

Questions CSR

110 Proctoring has no restriction to the type of exam, an open book exam can also be done and then Proctoring will be used to make sure the person taking the exam is really the student.

In the known ProctorIO the student can't go back to a previous question. This is a decision that was made to mitigate fraud.

115 If the connection is lost then the student is kicked out of the exam. There are extremely harsh settings that can be used in ProctorIO, but the plan is not to use those severe settings. If you are kicked out for more than 2 minutes it gets flagged. People will then check. No rules have been set yet on how long a test taker can be offline for.

120 Will be there guidelines the director of education need to follow when choosing to apply proctorIO in a special case? The system shouldn't be too rigid to make examples in special cases. But ProctorIO is more stressful for both students and the organisation, so it should only be used when there is no other way available. There needs to be a little bit of flexibility, because it isn't known yet what kind of examples there are.

125 Who controls all the files on information? ProctorIO use servers in Germany and Amsterdam. A key is created to decrypt the data. The company itself can't access the data if they don't have the key. So only the UvA can access the information.

130 There is a big infringement on personal privacy, even more infringing than during a normal exam, at the faculty of law the lecturer can call person who takes the exam. The UvA has to compromise, again it is stressed that this will only be used when there is no other possibility.

135 What about the technical problems and the accessibility of the exam for students who don't have the correct computer. Depending on the opportunity the student has to fulfil the requirements even in the really special circumstances exemptions can be made for a student.

140 What are the requirements of the held pilots to be using ProctorIO in the future? The amount of students who can use the system without technical problems. Also the privacy and security issue, a report will be send in testing if ProctorIO achieves the level of privacy of security the UvA wants. Lastly the system needs to be compatible with the UvA's system.

There is a privacy statement in the student manual, this contains information on the contract with ProctorIO on the subject of privacy. The report that is made for the UvA to test the level of privacy and security will be summarized and send to the CSR.



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Would it be an idea, in case proctorIO passes to make policy for international students who can't attend ProctorIO? It would be useful to make a list of exemptions. This tip will be given to the project manager. For the international students who are now at home the UvA is doing their best to make it possible for them to finish their program even outside of the Netherlands.

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Will the guidelines on the severity of the program for ProctorIO be for the whole UvA or per faculty? The expectation is that this depends on the kind of exam. There are going to be standard settings determined by the program manager on the central level. And a central figure can check the correctness of the checking of the suspiciousness level.

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What if students live together and are on the same IP-address? This has happened, but this is not considered a problem. Until this point no situation has emerged where cheating was suspected because of it.

Who owns the data and how long will it be kept and will it be completely deleted? The UvA owns the data. The UvA is only the processor. The standard period of retaining data is 30 days, in that time the checks are done. Only if irregularities are found the information is downloaded from the ProctorIO server. Screenshots from the webcam and screen during the moment of the irregularity are saved on the servers of the UvA for further use. This information is stored by the UvA. If a student starts a procedure at the examination board the student has access to all the information. In the privacy statement it is also written what happens with the data and when it is deleted, or what happens if the data raised suspicion.

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At this moment the decision making is being done. The decision will be made next week. There will be time to start the implementation.

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- Proctor information meeting ends -

It is questioned whether ProctorIO is just an easy way of finding an alternative for some exams.

The list of reactions on the presentation are:

Of the members in the meeting some are negative and some are neutral on the use of ProctorIO.

175

Pjotr writes a draft version of the CSR's corona advice to the CvB and sends that to the CSR today, there will be a possibility to give input on it until tonight, O&O will discuss the draft and the input tomorrow and afterwards an e-mail vote will be held on the final advice **[action] [decision]**.

- Pjotr leaves -

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- Alicja chairs the remainder of the meeting -

It is argued that if someone doesn't want to use proctoring that the person can take the exam next year.

It is added that it should be found out what other universities are doing when they don't use proctoring and not having their students experience delay. This can be discussed at O&O.

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

185

Pjotr and Alicja will inform with the CvB who are in the central crisis team **[action]**.

Artem states that a former member of his FSR is stranded in Spain due to the travel-ban. He asks if it is possible to inform with the CvB if more of these cases are known and if the UvA will look into helping students who are stranded outside of the Netherlands.

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

none

14. Evaluating the PV

190 Very long meeting, good PV, much information, interesting.

15. Questions + closing the meeting

12:06 Pjotr closes the meeting.

Decisions

195 **200415-01** The CSR 19-20 decides on Pjotr writing a draft version of the CSR's corona advice to the CvB and sending that to the CSR today, there will be a possibility to give input on it until tonight, O&O will discuss the draft and the input tomorrow and afterwards an e-mail vote will be held on the final advice.

Action list

200 **200422-01** Pjotr writes a draft version of the CSR's corona advice to the CvB and sends that to the CSR today, there will be a possibility to give input on it until tonight, O&O will discuss the draft and the input tomorrow and afterwards an e-mail vote will be held on the final advice.

200422-02 Pjotr and Alicja will inform with the CvB who are in the central crisis team.

205 ~~**200415-01** Maya shares the fair play agreement in the WhatsApp group chat with the different parties and members of the participation bodies.~~

~~**200415-02** During the chair meeting it will be inquired whether FSR's are willing to hold panel meetings with master students.~~

~~**200415-03** Ömür and Maya will discuss who will join the meetings of EPICUR.~~

210 ~~**200415-04** PR takes up communication with the elections WhatsApp group and inform on the subject of promotion via UvA Radio and PR takes up communication with UvA Radio on the promotion of the elections.~~

~~**200401-03** The O&F committee discusses the subject of privacy on ZOOM.~~

200311-01 Ömür, Saachi, Daniëlle, Luca, Pelle and June in the overview, send by Pjotr via e-mail as a googledoc file, with files being handled by the CSR.

215 **191205-02** Pjotr inquires which rights the decentral councils have with regard to setting the (faculty) budget within Dutch universities. Three answers are in: Erasmus, Tilburg & Nijmegen.

191205-01 The CSR discusses the model OER with the FSRs, Pjotr will send mail to other FSR's.

220 **191128-07** O&O discusses whether someone will gather information from other universities about their exams regulations and master entry requirements, in order to make a comparison with the UvA's policy.

Pro memorie list PV CSR

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.

225 **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.

160502-01 The DB takes good care of the plants.

230 **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.



- 235 **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.
- 240 **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.
- 245 **190904-02** The council concerns sustainability in their committees and its plans.