Minutes MSc PC – 13 October 2023

Online meeting via Teams and T3-42 10:00–12:00 hours

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

1. Opening and announcements
The chair welcomes everybody present.

2. Approval of minutes from MSc PC meeting 21 September 2023—see attachment.
The minutes were approved.

3. Formation of the subcommittees
During the meeting, the MSc PC mentioned the following priority issues and the topics they would like to work on:
1) Thesis: a) There are problems with the allocation process, and b) There is less time in the research skills seminar, for example to learn the methodology for working with empirical data, which may lead to a discrepancy between students who learned a lot about statistics in their bachelor education and others who haven't, c) Amount of methodology preparation for the thesis and d) How much access do students have to learning software and exercise for their thesis?
2) Course evaluations: a) Low response rate, b) To provide alumni course evaluations to investigate whether the RSM education matches with the professional skills that alumni need in practise for their jobs and c) Feedback: there are masters which only work with assignments instead of exams. Students work harder for summative feedback because they receive a grade but peer-review formative feedback is taken less seriously. Perhaps there should be an alternative for the formative feedback.
3) Sustainability: a) How are sustainability competences included in each master programme? and b) How is the school mission, being a force for positive change, included in the learning objectives of the master programmes?
4) Housing crisis Rotterdam: a) Due to the housing crisis, many students live outside Rotterdam which causes

problems with early start on campus and b) RSM should make a policy on whether students can access online education or should be attended a course on campus as there are differences between teachers.

5) AI: a) RSM should create a policy on AI. Therefore, guidelines and recommendations are welcome, b) How can AI be an important tool in the quality of education? Because students need the skills for the job market, c) Should the grading system be changed? Because the use of AI will be more and more integrated in education and d) How can AI best be used in education in a way that students and teachers benefit from it?

6) RSM admission procedure: a) How should the admission procedure look like? The procedure should be changed because too many students are coming to RSM, leading to capacity problems in the master programmes. For instance, scheduling issues and room capacity.

7) Diversity & Inclusion: a) The subcommittee could work on the topics of the previous Diversity & Inclusion subcommittee, b) What is RSM's role in developing good, citizens when it comes to sexually unwanted behaviour and c) In collaboration with partners such as Erasmus X inventories of which issues there are in the field of diversity and inclusion.

8) Scheduling: a) According to students, there is no routine in the master programme schedules which causes problems with study planning and/ or students' working days. Therefore, it would be useful to investigate how the current master programme schedules are created, b) There are huge gaps (3 hours) between courses in a day at the university, and c) Exams are scheduled too tightly one after the other so that there is often no study day in between.

9) Career advice: a) There is almost no information and help in all master programmes about how and what students can expect from the job market after graduation. A solution could be to establish an alumni network to provide the current students with this information.

10) Open education: a) The subcommittee could work on the topics of the previous Open Education subcommittee, b) Inventories whether RSM learn students the competences which are important to the job market and c) Establish a business advisory committee in which RSM could discuss with business stakeholders which competences and skills students should have when they graduate thus it matches with the job market.

11) Teachers' professional development: a) The needs and requirements of teachers regarding of professional development should be investigated, as there are currently professional development courses from RISBO and LIT in which teachers aren't interested.

The MSc PC decided that it's useful for subcommittees to continue working (where possible) on topics started in previous years. To see what has been done with the topic, current subcommittees can send a letter to the interested party or invite them to discuss it at a MSc PC meeting.

Comments of the Committee:
1) CS: At RSM, it's difficult for the PC to see what is happening at different tiers because many things are happening in isolation. To create insight for the PC, it would be better if those things were coordinated.
2) GH: To see what is happening at the school, the Committee has the right to invite the Dean or Dean of Education to the meeting twice a year.
3) AN: Regarding the accommodation issue / scheduling process: Most of RSM masters are full time programmes which means that students knew before they started their studies that they had to come to campus to learn and if students have problems with, for example, starting early on campus or combining work and study because they live too far away, that is their own responsibility because they chose the master and knew it was a full time programme.
4) GH: If the PC would like to discuss the scheduling topic, it would be useful to invite Annemarie Kersten because she can give information on the current scheduling process and can also act as a liaison to the EUR education and student affairs department and facilities office.
5) GH: It would be better to keep in mind that there are many opinions about scheduling, e.g. differences per year or between students and you will never make it right for everyone. However, scheduling could be optimised on

RSM Erasmus

key elements such as right rooms and not too much overlap of long sessions.

6) GH: Sustainability is already being worked on at RSM. For example a) There is an overview in the curriculum information system SQill where we can see in each syllabus which sustainability goals are addressed in which course, b) There is an overview of which theses are related to sustainability goals, c) Based on the master annual reports, the Academic Directors, Dean of Education and Executive Director discuss what the plans for each master programme are, where also the representation of the sustainable development goals, ethics and the mission in the programme are being discussed, d) The university proclaimed a climate and ecological emergency which gives RSM a push in that direction and e) Sustainability and climate are also important in practice because many companies will also have to take it into account with the new EU CSDDD directive.

During the meeting, the following subcommittees have already been established. However, not all MSc PC members have decided yet who will be part of which subcommittee (see table)

Overview of the subcommittees and topics they intend to work on

Topics	Members
AI in Education - Exploit pros and tackle cons - How to counter fraud/ plagiarism and misuse of AI tools, especially ChatGPT - How to productively use AI: prompting, conceptual thinking etc.	Maciej Szymanowski Ian Hermes Nargiz Najaf Korcan Kavusan Felicitas Huffer (secretary) Nadine Ziegengeist (whip) Philipp Cornelius
Course Evaluations - Student evaluations: response rate, student frustration - Alumni evaluations,	Larissa de Liedekerke (whip, secretary) Claus Schmitt (whip, secretary) Guido Berens
Diversity and Social Safety Whip position not assigned. - Sexually unwanted behaviours - Social safety - Inclusion in the classroom	Michelle Kossoi Maartje Schouten Teodora Comanescu (secretary)
Scheduling issues/ facilitating commuting /Accessibility. - The scheduling of lectures/lessons, causes for inconsistency/large gaps between the sessions within the same day. - Accessibility to materials online (online recorded lectures for example) - Possible extern stakeholder Annemarie Kersten	Kristupas Radzvila (secretary) Shinouk Ettema (whip) Bas Bogers
Open Education. - Advisory from business on programs' business relevance - Connecting to local businesses to solve real-world problems (on campus or at office) to get hands on experience.	Anna Nikulina (whip, secretary) Shinouk Ettema Bianca Kristupas Radzvila
Career Preparation - YFC more advanced, alumni contact, - Connecting to local businesses to solve real-world problems (on campus or at office) to get hands on experience, - Internship and networking opportunities - More opportunities like 'RSM management week' - More on-campus recruitment events	Nargiz (whip, secretary) Marta Cazzamalli (whip, secretary) Bianca Stoiciu Felix Mayer Maciej Szymanowski

Topics	Members
- Greater promotion of research projects to boost CVs	
The Open Education and Career Preparation subcommittees have a link because there is overlap in that both relate to the interface between academia and industry. Therefore, the subcommittees could be merged/reshuffled.	

The following topics not chosen as subcommittee topics will be discussed at one of the MSc PC meetings: a) Admission process, b) Overview of how sustainability is present in each of the programmes, c) Teacher development, d) Answers to the PC letters 2022/2023, e) Formative feedback and f) Thesis process.

4. Closing remarks

5. Action points

What	When	Who
All subcommittees should discuss on which topic(s) they would like to work on this academic year	By November	All MSc PC members

Next meetings:
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
21-Mar-24, 10.00h

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