Minutes MSc PC – 27 September 2024

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

Present	Absent
AL: Annelie van der Leelie (Minutes)	SML: Sofia Murell Lema
MS: Maciej Szymanowski (Chair, MM, BAM)	EH: Evi Hommez (MScBA P-MIM)
JV: Jelle de Vries (SCM)	SG: Shanifa Goelab (POC)
KB: Kathrin Borner (MI, MBI)	MAS: Maartje Schouten (POC)
LF: Luca Fanelli (SCM)	EB: Emanuel Ubert (SM)
GB: Guido Berens (GBS, P-MM)	(MBI)
JS: Jeffrey Sweeney (BIM)	
SJ: Sarah Janders (MM)	
MP: Mihail Pop (MScBA BAM)	
AD: Andreas Distel (SE)	
RH: Reina Hamersak MScBA MiM)	
SZ: Solomon Zori (MScBA AFM)	
NL: Niccolò Di Leo (SE)	
KK: Korcan Kavusan (MscBA MIM)	
AR: Anna-Maria Radeva (FI)	
LW: Lot van Westerveld (GBS)	
DY: Dong Yan (FI)	
PS: Pravar Saran (BIM)	
PJ: Patryk Jarmakowicz (MI)	Guests
SP: Suus Pleyte (SM)	GH: Gabi Helfert (Cluster Lead/ Director of Educational Excellence)
KV: Kristina Vereshchagina (MScBA AFM)	ML: Michel Lander (Dean of Education)

1.   Opening and announcements
The chair welcomes everybody present.

2.   Approval of minutes from MSc PC meeting 13 June 2024—see attachment.
The minutes were approved.

3.   Introduction regarding the rights and responsibility of the MSc PC
GH informed the Committee about their rights and responsibilities.
The PC is all about quality of education but there are different sources of feedback for the quality of education.
1)   Student evaluation of teaching,
2)   Annual performance reviews,
3)   Accreditation reports,
4)   Other bodies such as the Faculty Council and University Council,
5)   Rankings: In the QS Business master rankings 2025, RSM master programmes are doing very well,
6)   The national and international student surveys

Explanation about 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. In addition, the PC is a legally required body.
- The University Council operates EUR-wide and advises the Executive Board (college van Bestuur).
- The Faculty Council operates for the entire school, not only the educational programmes, but also for research and operations. They give advice to the Dean of RSM, e.g., IT, personnel, budget and parts of the TER.
- The Programme Advisory Committees (PACs) are informal committees for individual RSM MSc(BA) programmes. In these 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. PAC's aren't legally required but are installed on recommendation of previous PCs..

The 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.

Recommendations by the Education Inspectorate:
- The tasks and demarcations should be clear in the Committee.
- The distribution of roles within the MSc PC and with other committees should be clear.
- The committee members will be trained about the Programme Committee.
- The Code of Order document describes the house rules. The Code of Order is published on the MSc PC website.
- Formulate your priorities. What are topics that PC members think are important to work on this academic year?
- Be visible: Students in the programme should know who the MSc PC representatives are of their programme and students should be able to contact the representative.
- The PC should have a balanced composition: one student and faculty representative of each master programme, thus all MSc (BA) programmes are equally represented.
- The MSc PC should collaborate with other participatory bodies.

4. Introduction of the PC members
- Maciej Szymanowski: Chair of the PC. He represents the MSc MM and MScBA BAM.
- Andreas Distel, he is an Assistant Professor in the Department of Strategic Management and Entrepreneurship and he represents the MSc SE programme.
- Guido Berens: He is an Assistant Professor and he represents the MSc GBS and MScBA P-MIM programmes.
- Pravar Saran: He also studies MA in Strategy and International Management at the university of Gallon and is representing the BIM programme.
- Suus Pleyte: She studied in Groningen and obtained her Bachelor diploma in International Business. She represents the MSc SM Programme.
- Mihail Pop studied International Business in Groningen and was part of the University Council and Bachelor Committee, now he is representing the MSc BAM programme.
- Luca Fanelli is representing the SCM master programme and he studied at the Erasmus University Rotterdam and has an International Bachelor in Economics and Business Economics.
- Kristina Vereshchagina Studied Economics and Business Economics and represents the AFM programme.
- Patryk Jarmakowicz represents the MSc MI programme. He obtained his Bachelor in Public Administration. During his Bachelor Education Patryk was a member of a Faculty Council and a University Council.
- Jelle de Vries is a Associate Professor in the Department of Technology and Operations Management. He represents the MSc SCM programme.
- Dong Yan is a Associate Professor from the Department of Finance and she is representing the MSc FI master.
- Korcan Kavusan is an Associate Professor in the Strategic Management Entrepreneurship Department. He

represents the MScBA MiM programme.
- Reina Hamersak studied Visual Arts for Video games in Breda and she is representing the MSc MM programme.
- Jeffrey Sweeney is an Assistant Professor and represents the MSc BIM programme.
- Kathrin Borner is an Assistant Professor at the Innovation and Management section. She is representing the MSc MI programme.
- Solomon Zori is a faculty representative for the MScBA AFM.
- Lot van Westerveld studied Business and Consumer in Wageningen and she is representing the MSc GBS programme.
- Sarah Janders studied Media Studies in Groningen and she represents the MScBA MIM programme.
- Niccolò Di Leo studied Management and Technology at the Technical University of Munich in Germany. He is representing the MSc SE programme.
- Annelie van der Leelie: Secretary of the BSc and MSc PCs.

5. PC proceedings and yearly agenda
MS explained different aspects of the Committee.

Summary:
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) The committee members are the link between the master programmes (Academic Directors, faculty, students) and RSM (the Dean and/ or Dean of Education). The MSc PC has the most contact with the Dean of Education because the Committee focuses mainly on the quality of education.
3) In the PC, any RSM topic can be discussed because if the topic does not fall under the MSc PC jurisdiction, it's discussed in which body the topic does fit.
4) Other bodies are a) The Bachelor Programme Committee (BSc PC). The MSc and BSc PC will meet this year to align the IBA/ BA TER/OER with the master TER, b) The Faculty Council (FC) and the Committee only collaborate when the topics of the FC are related to the quality of education, c) The Examination Board (EB) and PC collaborate on the TER because both bodies have input on the document, d) The University Council and MSc PC have little to do with each other. However, the university Council is trying to get unity in the Programme Committees of different faculties and e) The Department Heads nominate the new faculty members for the MSc PC.
5) The work of the MSc PC members consists of two major components a) The PC meetings. In the meeting the PC members represent their programme by reading the shared documents, attending the meetings and talking to the PAC, faculty, Academic Director and students of their own programme. the main challenges are to stay in touch with the students and b) The subcommittee work. The subcommittee members role is to contribute to improvement of a specific aspect of RSM by holding subcommittee meetings once a month, taking initiative on what and how to do and helping draft the subcommittee's output. The biggest challenge is do little but well.
6) Logistics: a) The MSc PC meetings are held once a month in a hybrid form. However, the chair prefers to have everyone in the meeting room, as the meeting will be more productive. 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) The are two types of MSc PC initiatives: 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 entire 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. In addition, the Committee could also bring up ad-hoc issues. Those topics should be submitted to the agenda a week before the meeting, b) All documents discussed in these meetings are available in the MSc PC Teams environment, c) If a member would like to contact the chair, it would be useful to contact the secretary or put the secretaries' email in the cc and d) 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.

6. Overview of the last year subcommittees

Not specifically discussed as independent topic but it's discussed in topic 7 What initiatives are being worked on within RSM.

7. What initiatives are being worked on within RSM

ML gave feedback on the output of the MSc PC subcommittees 2023-2024.

1) AI in Education Subcommittee: The Quality and Innovation Manager Anna de Waard -Leung has collaborated with the subcommittee and the output has been included in the AI policy for teachers and students. The process has clarified at what level AI may be used in a master and or course.

2) The Course Evaluation Subcommittee focused on the PAC topic: within RSM efforts are being made to strengthen the quality assurance system in the school. Therefore, it would be better if every MSc programme will organise the PAC in the same way, as PACs can provide more in-depth feedback towards faculty and the ADs to see what the ameliorations could be. The structured PAC feedback is for example important for RSM's NVAO accreditation. Therefore, ML asked MSc student members whether PACs could be established in the same format.

3) Diversity & Inclusion Subcommittee: The Diversity and Inclusion taskforce has done research on increasing social safety and inclusive classrooms and they've made some suggestions on this topic: a) About course design, b) Behaviours in the classroom and c) How to create inclusiveness in the classrooms. To improve diversity and inclusion at RSM, it would be better if this year's subcommittee would collaborate with the IDEA Dean to see what the key recommendations would be to include in the curriculum. Currently, RSM is working on the following topics: a) Testing, the assessment ability has been increased and b) Reducing biases in assessments.

4) Open Education Subcommittee: ML suggested a name change for this subcommittee because the name refers too much to open research a different topic which is currently very important to university. Therefore, the name Open Education causes confusion if people read the subcommittee output. However, The Open Education subcommittee members wrote a good final report with recommendations about industry das and creating a RSM stakeholders database for each master programme. ML explained that a curriculum should be designed on the three pillars: professionalisation, socialisation and subjectification. According to him it's important to collaborate with external stakeholders to optimise the professionalisation purposes of education. In addition. The open education is also an important topic to keep the master educations up to date. This could be done by regularly organising meetings between RSM, alumni and cooperate relations to see how the educations could best connect with the labour market. Furthermore, the stakeholder's database exists on each master programme level, at Career Centre and the Alumni Office.

5) The Career Preparation Subcommittee: a) For the Career Preparation Subcommittee, the problem statement was RSM excels in delivering academic knowledge to a student but doesn't adequately prepare students for the practical labour market. To improve this, ML would implement the MSc POC and MSc SM experimental learning method in all master programmes. In these courses students collaborate with people from the industry to solve existing cases, b) Currently, the Your Future Career course is taught differently in different programmes. to improve the course, it would be better if the course is taught more consistently across programmes and c) There are too few alumni involved in the MentorMe Platform but as the platform in an

alumni led initiative ML can only encourage alumni to participate. In addition, to strengthen the connection with alumni, it would be better if alumni will get a more prevalent position in the master programmes, for example, as in the MSc POC programme in which alumni are the coaches during the Business Project.

6) For the subcommittees 2024-2025, ML would like to suggest that if the subcommittees are formed and the topics are known to see if they can connect with existing activities around the same topic within RSM from the start. Otherwise, there are different groups within the school working independently on the same topic and that is inefficient.

Questions from the Committee:

MS: Last year, the MSc BA AFM programme asked for advice from the MSc PC for a curriculum change regarding the Your Future Career course. The PC advised against discontinuing the Your Future Career course because it was an important course to students and the department could also reduce the 1 EC to an 0,5 EC for that course and MS wondered why the PC's recommendation was rejected.

ML: In this case ML had to decide between the MSc PC's advice and the department's statement describing that the MSc BA master have sufficient connection with the labour market in the curriculum. Based on all the inputs ML as Dean of Education took the decision that the programme can change the curriculum design and discontinue the Your Future Career course. In addition, the discussion in the school arises whether RSM should consider the place of the Your Future Career course in the master programmes and in what consistent forms they would like to have this course in the future, as currently many programmes have their own variant of this course.

RSM master redesign process

ML indicated that almost all master programmes would soon go through a redesign process soon in which the PC should give consent to the new Intended Learning Outcomes (ILOs) and give advice about the new curriculum designs. Therefore, ML would present the new ILOs during the PC's November meeting and discuss the new curriculum designs and assessments in the Committee's December meeting. He would like to have the MSc PC's approval as soon as possible because ML would show the ILOs and curriculum changes in the NVAO meeting in January.

Comments of the Committee:

MS asked ML if he can recommend someone for the October meeting who can inform committee members about the educational redesign and the new ILOs. Questions are a) What is the role of the ILOs, b) What are good and bad ILOs and c) How are ILOs translated to the curriculum design?

8. Closing remarks

PACs
1) MS: It would be useful if two student members who would be participate in the PAC subcommittee would coordinate to establish a PAC in each master programme.
2) LF and SJ volunteer to coordinate the establishment of the PACs.
3) AL will send all PAC information from the MSc PC to LF and SJ.

9. Action points

What	When	Who
Scouting high priority issues for the new subcommittees	By October	All MSc PC members
Establish PACs in all master programmes	By October	MSc PC student members
AL will align with Sophie Noorlander whether MSc PC student members could participate in the SR PAC training on 2	By October	Annelie van der Leelie

RSM

October		
AL will send all MSc PC PAC information to LF and SJ	By October	Annelie van der Leelie
when the subcommittees are formed, AL will ask ML which department the subcommittees can be connected to collaborate on the same topic.	By November / December	Annelie van der Leelie
A meeting should be organised between the MSc and BSc PCs to align the TERs	By October	Annelie van der Leelie
AL will ask ML which person should be invited for the PCs October meeting to explain the ILOs	By October	Annelie van der Leelie
AL will invite ML to the MSc PC November meeting to discuss the new ILOs	By October	Annelie van der Leelie
AL will invite ML to the Committee's December meeting to discuss the new curriculum designs	By October	Annelie van der Leelie
AL will send the subcommittee 2023-2024 letter to the Dean of IDEA	By October	Annelie van der Leelie

10. Next meetings:
24-Oct-24, 10.00h
21-Nov -24, 10.00h
19-Dec-24, 10.00h
30-Jan-25, 10.00h
20-Feb 25, 10.00h
27-Mar-25 09.30h
17-Apr-25, 09.30h
22-May-25, 09.30h
19-Jun-25, 10.00h

RSM