DPC Welcome Document

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Contents

1 Introduction

To the DPC members of the academic year 22-23. In this document, you will find some information that should help you to get up and going.

2 Role Description

As far as we know, there is no formal description of the role of the DPC students in the DPC. However,

2.1 Financial Compensation

As a DPC member, there is a financial compensation for your work available. This needs to be requested via osiris before the **1st of December 2022**. You can request the compensation by logging in on osiris, navigating to the home page, clicking on the header "Cases". There you will find the option to request your compensation. As of right now, you are eligible for one month of compensation which is valued at 308,81 Euro for the academic year 22-23.

3 General Tasks

3.1 Attending DPC Training

At the beginning of your activities you will be invited to take part in the DPC training, provided by the university. The information about this was only available in Dutch last year, and emailed to us by Frank Kruijsbeek. If you haven't heard anything from them after a week of your confirmation as DPC members, reach out to Frank (frank.kruijsbeek@ru.nl) or the "Secreteriaat Medezeggenschap" (MZ@ru.nl) for information on when this training will be scheduled to take place.

3.2 Faculty Education Prizes

At the beginning of the year, you can nominate teachers and students for the faculty wide education prizes. The possible categories last year have been Junior, Senior, Support and Student. There is very little information available on who exactly determines the winners, but you can nevertheless propose someone for a prize. Last year, we wrote a proposal for several students, Giulio Mecacci and Pim Haselager. You can find our proposal here.

3.3 DPC Office Hours

In years prior, the DPC has held weekly or biweekly office hours. They served as contact points with students, but also as coordination moments for the DPC Student members. We would usually update each other on the status of the tasks that we had to care for. If a student decided to join us at the office hour, they usually gave us valuable feedback that we could then discuss in the full DPC meeting. During the meeting, we would be online in the DPC channel on the Master Discord as well, such that students can join online, if they could not attend in person. Before every meeting, we would send out a poster in the whatsapp group and in the master discord to inform students of the upcoming meeting. An example can be viewed here.

3.4 Attending DPC Meetings

You will be invited to join the full DPC Meetings where all members of the DPC plus guests come together to discuss the next actions of the DPC. In the past, Susan Jones has been responsible for the invitations and keeping of the minutes, but this might have been changed by the time that you are DPC members. During DPC meetings, you can bring up any issue that is or might be related to the quality of the programme. This includes feedback from students as well as problems that you notice yourselves. The minutes of these meetings are uploaded to the Brightspace Master Space for everyone to see!

3.5 Course Evaluation Summaries

After every course, students fill out course evaluations. These need to be summarised and are later also uploaded to Brightspace. You need to get access to the evaluation portal, which you can ask for during the first DPC meeting or by reaching out to Susan Jones directly. Furthermore, you can ask questions about this part of your work during the DPC training that you will be invited to.

3.6 EER Summary

The EER of the current year can be found here. Usually it's the task of the DPC to create a summary of the most important points in the EER and to highlight important changes with respect to the EER from last year. These summaries will be uploaded to the stip page, here.

3.7 EER Review

After the winter break, the new EER will be drafted, which will be given to the DPC for review. You can then view the changes using a tool such as diffchecker or dratable. Just google around for such services, as they make this job much easier. For your convenience, you can find the EERs of the last two years here: 20-21, 21-22.

3.8 NSE Summary & Advice

The Nationale Studenten Enquete (NSE) is a yearly survey of all students in the Netherlands about how the evaluate their University, Faculty and Program. As DPC students, you will be expected to read the feedback relevant to the AI programme and come up with an action list that can solve the problems brought up by the students in so far as that is possible and feasible. As an example of such a list with action points, this is what was discussed last year.

In addition to formulating advice that solves the problems identified in the NSE responses from this year, the DPC would also like to know whether the solutions thought up by previous years did work out. You can find them as well in the list of actions points from last year here.

3.9 Workfield Committee Meeting

Once a year, the university would like to get feedback from industry leaders that end up recruiting Radboud AI Alumni. Sometimes, this can highlight misalignment between the workplace and the university, which provides valuable feedback on the quality of our programme. Usually two students join this meeting, not necessarily DPC members, but in the past years, this was taken up by DPC members. It's quite informative and offers a different perspective on the programme, so it's a nice opportunity for the DPC members, if they have time for it.

4   Ongoing Issues

The ongoing issues, refer to known problems with specific courses or organisational structures, that can't be readily discussed with everybody. For this information, please look up the DPC Meeting Minutes on the Brightspace Master Space, or contact the current DPC. This section will be made available to the upcoming DPC upon their election.

5   Useful Links

1. AI DPC Information
2. General Information about DPCs (dutch, contains more information)
3. General Information about DPCs (english)
4. Confidential Adviser
5. Who is Who in the AI Department
6. Alternative list of all employees of the AI department
7. Invite link to the Master Discord
8. Invite Link to the Master WhatsApp group
9. olc.ai@student.ru.nl email address
10. olc.ai@student.ru.nl Email Login
11. Common Abbreviations