

## **DPC MEETING STRUCTURE**

*This document has been produced by the Centre for Administrative Activities. The CAA supports participation within the Fontys University of Applied Sciences and is involved in: the Central Participation Council, Service Department Participation Councils, Institute Participation Councils, (Joint) Degree Programme Committees and Fontys LINK!. The CAA can be contacted via the advisor associated with your council and/or committee, or by e-mail, via [cba@fontys.nl](mailto:cba@fontys.nl).*

A meeting cycle can be structured in various ways. In this document, the following steps with which a meeting cycle can be structured have been outlined:

1. Preparation of the meeting cycle
2. Agenda consultation for a B-meeting
3. Assembling and making available the agenda and meeting items for A and B-meetings respectively
4. Faction meetings
5. An A-meeting
6. A B-meeting

Starting principles:

- Increasing the involvement of all parties
- Maintaining efficient information flows and thereby an efficient decision-making process.
- Maintaining a meeting cycle in which a meeting without a discussion partner (i.e. an 'A-meeting') or with a discussion partner (i.e. a 'B-meeting') is held in order to promote openness and transparency
- Focussing on the content during a DPC meeting by creating space for supplementary preparation between advance consultations and the DPC meeting

The meeting cycle can also be structured in a different manner. Some examples are as follows:

- Conducting a combined A and B-meeting, whereby in effect, the A-meeting is actually skipped
- Conducting a linked A and B-meeting, whereby the discussion partner joins the final section of the A-meeting
- Conducting an A-meeting only, whereby the discussion partner receives the minutes and recommendations in writing

### Definitions

<b>SF:</b>	Student Faction
<b>TF:</b>	Teachers Faction, also referred to as the Personnel Faction (PF)
<b>EM:</b>	Executive Management, comprising the Chairperson, possibly a Vice Chairperson and possibly a Secretary
<b>Discussion Partner:</b>	A representative of the Director, e.g. a Department Manager, a Team Leader, or an Assistant
<b>Faction Meeting:</b>	A meeting of one's own faction, i.e. the Student Faction, or the Teachers Faction
<b>A-Meeting:</b>	A meeting of the full DPC, without (a representative of) the Director
<b>B-Meeting:</b>	A meeting of the full DPC, with (a representative of) the Director

MEETING CYCLE PREPARATION			
What	When	Who	Result
Establish if the faction has any items for the agenda and if so, assess how they should be categorised.	Prior to the agenda consultation with the discussion partner	Executive Management	Input for the agenda consultation with the discussion partner and a draft agenda for an A-meeting (the definitive version can be determined after the B-agenda has been determined).
<p><b>Steps to be taken:</b></p> <ol style="list-style-type: none"> <li>1. Establish if the DPC-members have any items for the agenda</li> <li>2. For all agenda items received, check the following aspects: <ul style="list-style-type: none"> <li>• Does it relate to a DPC subject? It would be a DPC subject if: <ul style="list-style-type: none"> <li>- It relates to the TER <b>or</b></li> <li>- It relates to educational matters associated with a degree programme <b>or</b></li> <li>- It relates to policy and/or implementation plans relating to evaluations <b>and</b></li> <li>- The issue does not relate to an individual problem</li> </ul> </li> <li>• What authority does the DPC have in this situation? Solicited / unsolicited advice</li> <li>• What is the aim of the agenda item? For information / for discussion <b>Note:</b> each agenda item can lead to a solicited or unsolicited advice to the discussion partner</li> <li>• Which core question must be answered? / What does the contributor expect from the other party?</li> <li>• Should this be included in the agenda for the B-meeting? It should be included in the agenda for the B-meeting if: <ul style="list-style-type: none"> <li>- The information is relevant for the discussion partner</li> <li>- What the DPC expects from the discussion partner is clear / the core question which should be answered is clear</li> </ul> <b>Note:</b> if an item should not be included in the agenda for the B-meeting, it should be included in the agenda for the A-meeting</li> <li>• How much time will be required to deal with the agenda item?</li> <li>• Are there any documents associated with the agenda item? If so, what is the status of the documents (i.e. draft / definitive)?</li> </ul> </li> </ol>			

AGENDA CONSULTATION FOR A B-MEETING			
What	When	Who	Result
An informal consultation whereby all parties submit input for the agenda.	Two weeks prior to the B-meeting	EM Discussion partner	Definitive agenda for the B-meeting
<p><b>Steps to be taken:</b></p> <ol style="list-style-type: none"> <li>1. The DPC submits the agenda items for the B-meeting, as determined during the meeting cycle preparation</li> <li>2. Check the following questions if the discussion partner contributes an agenda item: <ul style="list-style-type: none"> <li>• What is the aim of the agenda item for information / for discussion</li> <li>• Which core question must be answered? What does the discussion partner expect from the committee?</li> <li>• How much time will be required to deal with the agenda item?</li> <li>• Are there any documents associated with the agenda item? If so, what is the status of the documents?</li> </ul> </li> <li>3. If all agenda items have been submitted, the definitive agenda for the B-meeting will be drafted. <ul style="list-style-type: none"> <li>• Will there be sufficient time for all agenda items, or will some items need to be postponed?</li> <li>• <b>Are you in possession of all required information in order to draft the agenda and to instruct the members accordingly?</b></li> </ul> </li> </ol>			

ASSEMBLING & MAKING AVAILABLE AGENDAS & RELATED ITEMS			
What	When	Who	Result
Assembling and making available the A and B-meeting agendas and related items for the DPC and the B-meeting agenda and related items for the discussion partner	Deadline 3 days prior to the A-meeting	EM	Everyone will be in possession of the agenda and related items in a timely fashion, which will make thorough preparation possible.
<p><b>Steps to be taken:</b></p> <p>1. At the time of publication, check the following elements:</p> <ul style="list-style-type: none"> <li>• The agenda and related items for the A and B-meetings are available to the members</li> <li>• The agenda and related items for the B-meeting are available to the discussion partner</li> <li>• Where required, additional explanation has been attached to the agenda /related items</li> </ul>			

SF / TF FACTION MEETING			
What	When	Who	Result
Informal consultation whereby related items are prepared, questions are formulated and a standpoint is established.	Prior to the A-meeting	Members of the relevant factions	Thorough preparation for the A-meeting
<p><b>Steps to be taken:</b></p> <p>1. Preparation for the A- and B-meeting</p>			

A-MEETING			
What	When	Who	Result
Informal consultation with the Teachers Faction and the Student Faction whereby standpoints and questions are exchanged and the joint strategy is determined.	By preference, one week prior to the B-meeting	Entire DPC	Thorough preparation for the B-meeting
<b>Steps to be taken:</b> Go through agenda and related items for the A-meeting, preparation for the B-meeting			

B-MEETING			
What	When	Who	Result
Formal meeting with the DPC and the discussion partner		Entire DPC Discussion partner	
<b>Steps to be taken:</b> Go through agenda and related items for the B-meeting			