

DEPARTMENT OF BUSINESS MEETING MINUTES

7 December 2022

No. 22/6-1/8

Note: This internal RISEBA working document has been translated into English with AI support for EFQM assessment purposes, to provide a general overview of its content. Minor terminological inaccuracies may occur.

Meeting begins: 15.15

Chair: Mārtiņš Veide, Head of Department

Minutes taken by: Inga Jurgensone

In attendance: Aleksandrs Skvorcovs, Anna Vorončuka, Gaļina Zilgalve, Guna Matule, Ilmārs Kreituss, Inese Kukle, Inese Slūka, Iveta Ludviga, Jans Kevišs-Petuško, Jevgenijs Kurovs, Juliņa Jacquemod, Lūcija Rutka, Maija Zakriževska-Belogrudova, Nellija Titova, Oksana Ušakova, Raina Vīra, Ričards Švītiņš, Solveiga Blumberga, Tatjana Barteļe, Valērija Kozlova, Anna Strazda, Valērijs Dombrovskis, Viktors Turlais.

Invited: A. Kižlo

Agenda:

1. Transition to an increased number of face-to-face lessons from 9 January 2023. Lūcija Rutka, Anastasija Kižlo.
2. Report on the business trip. Anna Vorončuka, Aleksandrs Skvorcovs, Valērijs Dombrovskis.
3. Regarding the RISEBA Christmas event. Nellija Titova.
4. Any other business.

Head of Department Mārtiņš Veide opens the meeting with an address, outlines the agenda and announces that there will be no meeting in January. The floor is given to Acting Rector L. Rutka.

1. Transition to an increased number of face-to-face classes from 9 January 2023. Lūcija Rutka, Anastasija Kižlo.

L. Rutka informs the meeting that from 19 December to 8 January, work will be carried out remotely, but in-person work is also possible if necessary (the temperature in the rooms will be 2–3 degrees lower). However, from 9 January 2023, the plan is to work in person as much as possible; further information will be sent out.

R. Vīra: Will Victoria Secondary School already be back in its own premises?

L. Rutka: No, but there are still some spare rooms available.

G. Matule: Can the lecturer themselves immediately schedule 1–2 lectures remotely via Zoom?

L. Rutka: This needs to be agreed with the administrators. If you're on Erasmus, or if the class needs to be cancelled, then Zoom is preferable.

I. Slūka: What if everyone has to be at their own computer for the class?

L. Rutka: Yes, that is an exceptional case.

A. Kižlo: 50 per cent of students will be counted as per the announcement, and this will be recorded; please note if more turn up in person. We won't pressure Master's students.

L. Rutka: By law, we must provide the format for which the student enrolled. Communication is also important in the Master's programme, so that students are inspired and go on to promote us.

M. Zakriževska-Belogrudova: The Master's programme is a 50/50 hybrid format. They're keeping track. In the autumn, they wanted in-person classes. Now 10 want in-person, 13 want remote. Will it stay as planned?

L. Rutka: Yes. The supervisors wanted more face-to-face teaching; I'm proposing 70/30 – more face-to-face.

A. Kižlo: These are part-time Master's students for Maija.

L. Rutka: We need to check the accreditation document to see how many contact hours are listed. (There is no pandemic, no state of emergency)

- For your information: from 19 December to 4 January, the heads of study areas and programmes will give presentations to the PNZ management group.

Teaching staff will be able to attend. BEF 14 programmes.

I. Slūka: We will need help with the PNZ paperwork; there are some questions.

2. Report on the business trip. Anna Vorončuka, Aleksandrs Skvorcovs, Valērijs Dombrovskis

L. Rutka asks that any useful information that could be used in RISEB be shared with everyone.

A. Skvorcovs: on his second visit to Cyprus, Erasmus. He was introduced to the university's operations. 3,000 students on distance learning. They monitor workload planning, support teaching staff, organise seminars and set up examination centres. Student Council elections took place. They use the same anti-plagiarism system as we do. 1,400 students (paying 1,000 euros per semester); a business simulation has been developed – we'll look into the figures.

V. Dombrovskis explains how they became familiar with the organisation of distance learning exams in Cyprus. When sitting exams remotely – by logging into a separate exam page – access to other websites is blocked.

He also highlights a useful experience from Estonia regarding feedback – students are surveyed not at the end of the term, but immediately after the lecture. The lecturer then receives this feedback and can assess whether they have engaged the audience. If not, there are two options: adapt or leave. From the trip to Estonia: the focus is on competences; teaching staff follow the programme's objectives; if there is a business plan, it is taken through to implementation. Over three years: 1. Write a business plan; 2. Try to put it into practice; 3. Abroad, in collaboration with entrepreneurs and mentors.

A. Voronchuk draws on her experience of supervising exams; when conducting remote exams, she asks students to position their mobile phones so that their hands and the computer screen are visible. Information about the rescue programme can be sent.

L. Rutka: Distance learning has a bright future, but face-to-face communication is important for those who will be in management roles. I would also encourage other colleagues to consider Erasmus trips.

A. Skvorcovs: We were in Slovenia five years ago – it was inspiring; please make use of Erasmus funding. Regarding the BUV, only two students have not been admitted; the work is good, and we are preparing to review and defend it in December.

M. Veide: In face-to-face sessions, you can see facial expressions as feedback, but not remotely. Hopefully, we'll be able to put this into practice.

L. Rutka expresses her thanks for the tremendous work and raises the issue of smoking at the school entrance.

3. Regarding the RISEBA Christmas event. Nellija Titova.

N. Titova provides information about the Christmas event on 15 December in Room 306, where two activities are planned, including a 'unwanted gifts' raffle, refreshments, drinks, etc. Further details have been sent by email.

N. Titova: And regarding the trip to the Estonian Business School. We submitted five questions: simulations, engagement techniques, anti-plagiarism checks, etc. The Estonian school presented the programmes they have implemented (from start-up to implementation). The presentation has been sent to us, and we'd be happy to share it. Tomorrow we'll be talking about sustainability projects at the VIAA seminar – you can still sign up.

4. Miscellaneous. L. Rutka invites comments on various issues.

Jans Kevišs-Petuško thanked A. Kižlo for his support in enabling him to record his lectures. He believes that it benefits the learning process if students have the opportunity to watch a lecture again – without the option to download it. He encourages recording from time to time, as he has received questions full of surprise from students. The recording helps him personally to recall where he ended the lecture and what he covered. The Panopto system is available for use.

L. Rutka: It's wonderful that Dmitrijs has found a way to record lectures without the option to download them. My colleagues already know that this is standard practice. My students also ask me to record lectures, and with their full consent, we do so and share the recording only within that group. Depending on the situation – in accordance with data security.

Jans Kevišs-Petuško: Thank you; it's important for me to know that I'm not the only one who records. Because there was a bit of a row in the evening group about how 'others don't record'.

A. Vorončuka: The lecturer was against recording, or would only allow it for an extra fee. It would be good if there were standardised rules. I've uploaded it to MyDrive, but there's no option to download it.

J. Kevišs-Petuško: It is stated that students contribute to the learning process, and in my view, this recording facilitates that. During exams, I require cameras to be switched on; I forbid talking (a breach of the rules).

L. Rutka: A letter – V. Dombrovskis has been a civil security specialist since November.

I. Kukle: Registration for the trip to Istanbul has closed – 71 participants.

I. Kreituss: Which account number should the payment for the Istanbul trip be made to?

I. Kukle: The first instalment must be paid by 15 December. I hope to provide more precise details regarding the invoices by the end of this week

A. Kižlo: I've written to the directors regarding the applications – there will be changes to the work plans at Nameja. Please post this information using the template provided.

Mārtiņš Veide closed the meeting, thanking everyone for attending. The programme directors remained.

The meeting ended at 16:30

Chair of the meeting:

Mārtiņš Veide

Minutes taken by:

Inga Jurgensone