

MEETINGS OF THE BUSINESS DEPARTMENT MINUTES

12 April 2023

No. 23/6-1/5

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 **starts:** 14.00–15.10

Chair: Mārtiņš Veide, Head of Department

Minutes taken by: Inga Jurgensone

In attendance: Valērijs Dombrovskis, Inese Kukle, Aleksandrs Skvorcovs, Inese Slūka, Jevgenijs Kurovs, Lūcija Rutka, Nellija Titova, Raina Vīra, Anna Strazda, Solveiga Blumberga, Viktors Turlais, Ilmārs Kreituss, Ričards Švītiņš, Andrejs Čirjevskis, Iveta Ludviga.

Invited: -

Agenda:

1. Changes relating to the planned transition to ECTS. Raina Vīra, Mārtiņš Veide.
2. On material responsibility for the premises. Mārtiņš Veide.
3. Miscellaneous.
4. Reports on business trips.

1. Changes relating to the planned transition to ECTS. Raina Vīra, Mārtiņš Veide.

Head of Department Mārtiņš Veide provided an update on the transition to ECTS, which must be expressed in whole numbers. He shared his screen and presented the following: 1KP = 1.5ECTS, 2KP = 3ECTS, 3KP = 4.5ECTS, 4KP = 6ECTS. The changes affect odd KP values, as ECTS must be rounded; decimal numbers are not permitted in ECTS. (...) We must adhere to the Higher Education Act.

M. Veide: It seems safer to switch to even KP.

1 KP = 40 academic hours, whilst 1 ECTS = 25–30 academic hours.

We will start the next semester with ECTS to allow for a time buffer. (Transition to be completed by the end of 2024)

(further discussion)

L. Rutka: 1 ECTS = 26 academic hours. If someone wants 5 ECTS, that amounts to 130 academic hours. Programme directors must ensure there are sufficient hours and make the necessary adjustments. If the course load increases, additional questions must be included in the course description.

So:

1. We will switch to the ECTS system from 1 September 2023.
2. 1 ECTS = 26 academic hours (each academic hour = 45 minutes). This will be approved by the Methodological Council.
3. The minimum number is 2 ECTS (the accreditation report notes that 1 KP (40 hours) is required, and if a course is worth 1 ECTS, what is there to assess or teach?
4. Regarding the assessment system – 76 per cent of students (7 out of 10) currently have complaints. The Salford system, which we have been following, has been updated.

M. Veide: The marks in e-riseba and myriseba differ, but they should be the same. (..)

L. Rutka: We cannot do away with percentages – they are used worldwide and in secondary schools.

R. Vīra: Percentages must be used; at what point do they become the mark required on diplomas? We need to ask A. Kižlo whether the Unimetis system can round off marks automatically.

I. Kreituss: In the final step, using standard rounding.

L. Rutka: Students must be informed of these changes during orientation week.

R. Vīra: It should also be made clear that marks from previous years will not be recalculated.

M. Veide: Excel rounds 7.5 up to 8.

L. Rutka: We can round 75 per cent up to 8.

I. Kreituss: The Methodological Council will make the decision! I'd like 7.5 to be rounded up, just like in Excel.

2. On material responsibility for the premises. Mārtiņš Veide

M. Veide: An order is being drafted stating that, upon receiving a key, teaching staff assumes full material responsibility for the room. Students can be reminded of the clause in the contract regarding the careful handling of the university's equipment. Only the lecturer is authorised to take a key. (..)

L. Rutka: I would add that students vary. We would like to emphasise that care must be taken with the equipment. This applies particularly to Durbes Street 4, but also to Meža Street 3 – the room must be left in the same condition as when you entered. For example, if any cables have been pulled out, they must be put back as they were. (..)

J. Kurovs: We'll inspect the rooms more frequently – every week, keeping a log. If you notice anything broken, you can send a photo and details to Anatolijs or IT if something isn't working. We look forward to your cooperation!

I. Slūka: Will the reports sent in be recorded centrally? In two rooms – if the daylight lights are on, you can't see anything on the projector screen. 2. What options are there for mounting group work on the wall? (Wallpaper isn't a good option.) We'd need plenty of noticeboards...

N. Titova: Tenants on Durbes Street are leaving piles of rubbish outside.

J. Kurovs: We've already spoken twice today.

N. Titova: SP is organising a community clean-up at RISEB on the afternoon of 20 April. We're planning to set up a cycle parking area outside at Meža Street 3, by the bus stop. The architects will draw up a concept, and there'll be a list of tasks.

M. Veide: Will there be an announcement? So, we can plan for it – as early as next Thursday.

N. Titova: Yes, that's also the day for the swap meet. Two in one.

3. Miscellaneous.

M. Veide: HR is asking us to plan our holidays; I'll set up an application form. Anyone with more than 120 days' leave must plan a longer holiday.

L. Rutka: It's better to do it by the week. Programme directors will serve on the admissions committee on a weekly basis.

M. Veide: It will be every week.

L. Rutka: Do we need to break it down by days?

M. Veide: They'll be able to record how many days they use each week.

L. Rutka: We have a consensus that all lecturers must return to work in the last week of August.

4. Reports on business trips.

A. Čirjevskis reports on his participation in a conference in the UAE in mid-February and on his academic papers.

N. Titova reported on her Erasmus trip to Chile, together with V. Kaže, to Finisterre University (9,000 students, no PhD programmes, potential for collaboration)

L. Rutka spoke about her Erasmus trip to Split, Croatia. She discussed the 'active floor' for various games.

The meeting ended at 15.10

Mārtiņš Veide

Chair of the meeting:

Minutes taken by:

Inga Jurgensone