UNIVERSITEIT TWENTE.

To: Members programme committee CreaTe- ITech

Committee members:
dr.ir. R.W. van Delden, dr. Ing G. Englebienne, dr.ir. J. Klein Brinke, E. Burema, A. Blom,
dr.ir. E.C. Dertien, M. Moneta, S. Buser(proto)

Advisory members:
dr. A.M. Schaafstal (director Create), dr.ir. R. Klaassen (director ITech),
dr. K. Zalewska (bachelor coördinator), dr. J. van Houwelingen – Snippe (master coördinator),
G. van Ierssel MSc.(Studyadviser and Bachelor coördinator Create VU), M. Snel (director Create VU)

B. Leusink- Bokxem (support staff)
H. Ottenschot (minutes takers)
S. Nanwani Vaswani (minutes takers)

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MINUTES MEETING PROGRAMME COMMITTEE- CreaTe/ITech
MEETING NR. 152
Date: **Tuesday January 14, 2025**
Time: **09.00- 11.00 hr.**
<mark>Location:</mark> Citadel H211

MINUTES PROGRAMME COMMITTEE

1. Opening and Announcments
    a. The meeting is opened at 09:04 by Klein Brinke
    b. Present Members: Klein Brinke, Burema, Zalewska, Schaafstal, Blom, Houwelingen – Snippe, Dertien, Buser (online), van Ierssel (online)
    c. Van Delden, Englebienne, Moneta, Klaassen, Snel are not present
    d. Klein Brinke announces he has to leave at 9:55
    e. Burema informs that the students did not receive the agenda through email
    f. Schaafstal announces that Creative technology at the VU has been awarded a TOP Program by the Keuzegids
    g. Roland van Rijswijk is the new teacher for Internet Technology at UT. Klein Brinke will potentially become the Internet Technology teacher for the VU.
        i. Schaafstal highlights that van Rijswijk wants to make the course fit CreaTe better
    h. There is still an opening for Data Driven Analysis (DDA) for both CreaTe and the VU
    i. Snel is trying to solve the issue of getting teaching capacity from the VU side. She is trying to solve it by also including people from the steering group (from the UT-VU collaboration) to share the struggles they experienced.
        i. Schaafstal highlights the importance of finding the teacher in time
    j. Vincent Groenhuis will take over from D. Dresscher in Introduction to Physical Systems (IPS).
        i. Dertien highlights that he would be a good fit for CreaTe despite a hearing impairment and is very pleasant to work with.

   ii. Zalewska indicates that he will use some online lectures for his course.

 k. There is a new teacher for Ethics of AI at both the UT and the VU

 l. Schaafstal communicates that there has been a change regarding the BSA.

   i. The rule used to be that if you stopped before the 1st of February you would not receive any BSA so you could start over the next year without any issues. Sometimes some grades would come out after the 1st of February which affects people's decisions. Therefore, a new change has been made which means that:

    1. Stop before 1 Feb → No BSA → You can start the next year no problem

    2. Stop between 1 Feb and 1 March → Postponed BSA (Students can get a one-time extension. They still have to achieve it after 1 year

     a. This gives students a bit more time to think if they want to continue

    3. After March → Regular BSA

   ii. This rule will be implemented in the EER from next year but students from this year are still eligible for this.

 m. Schaafstal states that there are no updates on the TAO

 n. Schaafstal informs that they are going to investigate adding an AI track to CreaTe. For now, a Master track is being discussed but it would be nice to have something on AI at Bachelor's level.

 o. The collaboration between VU-UT is being re-thought. The collaboration should be more equal since there are now 1.5 years of experience

   i. Question on opening Graduation Projects to all students (even VU students). As a starting point should be available for everyone

   ii. M11 and M12 will not happen Q1/Q2 at VU since it doesn't make sense

2. Fixing the Agenda

 a. Point 6: The Files are 6a – 6c not 5a – 5c

3. Minutes programme committee

 a. Minutes PC meeting December 10, 2024

   i. Content-wise

    1. Page 1: Burema asks if the Budget cuts take place from January 2025 which Schaafstal confirms

    2. Page 2: Blom states that in 3.B.2.1 it states that Blom has a presentation ready but he states that it was discussed that it will be made alongside the other PC members

   ii. Regarding

    1. Page 4: Klein Brinke highlights that in 6e it states that Klein Brinke is not an EEMCS member but he is, in fact, a member of EEMCS

 b. Annual report 2023-2024

   i. Klein Brinke suggests discussing it when Englebienne is present

   ii. Klein Brinke highlights that it seems like a lot was discussed but there were few ourcomes.

   iii. The report will be published later on

 c. Minutes Smart Technology

   i. Burema was wondering why these minutes were received very late

   ii. Burema highlights that Feedback was all over the place. Not very streamlined

    AP 548 Burema: Provide Reiner feedback that minutes were all over the place

   iii. Humane by Design did not have any minutes since no students were present.
   iv. Van Ierssel communicates that there was an Evaluation had on students going from VU to UT UT to VU for M5 which he will send to the PC
     AP 549 van Ierssel: Send M5 evaluation from travelling students to PC

  d. Action points
    511: Has been planned for next month (OPEN)
    515: DONE
    519: DONE
    530: Changed. Robby, Maro and Kasia are looking into what to use as a workflow
    531: DONE
    533: DONE
    534: DONE
    535: DONE
    540: OPEN
    541: OPEN (Need to confirm if there is an answer)
    542: DONE
    543: DONE. Going to Secretariat on Friday
    544: DONE (if elected no need to be reelected)
    545: DONE
    546: OPEN
    547: DONE (They are online but need to figure out how to make them visible)
    AP 550 Klein Brinke: Contact Belinda to see how to make Minutes Public
     Klein Brinke suggests making the current year's Minutes available and making the other minutes present on request.

4. In and outgoing mail.
  4.1- Incoming mail: Celine Heijnen SEQ.
    The Feedback was given and informed
    AP 551 Leusink-Bokxem: Add SEQ to March Agenda

5. Legality of re-election of PC members
  a. Burema explains that once elected you can stay on, there is no need to be re-elected and that this is in part due to the information gap of knowledge needed to be in the PC.
  b. Burema explains that she still needs to figure out the procedure of elections
    i. Schaafstal suggests contacting Mirije van Dijk, Michel ten Bulte or the Secretariat from the Faculteitsbestuur

6. The overvieuw of the University structure (File 5a- 5c.) (File 6a- 6c.)
  a. Burema sent all the documents. The documents are very long but some sections are quite common knowledge.
  b. Zalewska asks Buser to change OLC to Program PC
  c. Blom states he does not have access to this document
    AP 552 Blom: Ask Belinda to get access to the PC

7. Low student attendance during lectures/ tutorials
  a. Zalewska suggests that it is a common point that is discussed every year but that it is especially relevant at the VU
  b. Buser asks if this trend is only for this it is only this period or throughout the year.

    c. Dertien suggests keeping track of attendance trends throughout the year to get a better idea in the future.

    d. Dertien suggests discussing this point at during the CRITEEC meetings

    e. If anyone wants to discuss this further they can add it on the agenda in the future.

8. EDI a whole storytelling course (improve the options for completing their storytelling pillar)

    a. Houwelingen – Snippe suggests that they want this course to be changed to a full storytelling pillar since 2 storytelling courses are disappearing. Currently it is half design/half storytelling. She states that van Delden and the I-tech board are on board with the idea

    b. Schaafstal asks How does it affect the assessment criteria

        i. Houwelingen – Snippe explains that most of the grading was already focused on Storytelling

        ii. Schaafstal suggests that the assessment should be fully assessed on storytelling.

    c. Klein Brinke states that it is hard to provide feedback if the ILOs and assessment criteria is not known

    d. Blom states that he took the course last year and that he felt that it was not full storytelling. He suggests that the course had some elements of storytelling, but it was only a part of the course.

    e. Burema asks what the consequences of not changing this would be

        i. Houwelingen – Snippe explains that with the removal of 2 full storytelling courses the offer is very limited and since these courses tend to have limited capacity it makes it very hard for students to be able to choose.

    f. Blom asks if other storytelling courses can increase the capacity

        i. Houwelingen – Snippe explains that they are trying to increase it but its dependent on teacher availability.

        AP 553 van Delden: Send updates and ideas of how to change the EDI course

        AP 554 Everyone: REPLY on feedback

9. PC meeting schedule 2023/2024 (2ⁿᵈ Tuesday of every month 15.00- 17.00 hrs)
2024: October 8 (9.00- 11.00 hrs.), November 12 (9.00- 11.00 hrs. , December 10
2025: January 14, February 11, March 11, April 8, May 13, June 10, July 8

10. Any other business/ Questions:

    a. Blom asks if it is possible to make I-Tech user testing as part of SONA points for Psychology since it is very hard to find users for the testing.

        i. Schaafstal suggests that there was a similar idea to make students TA to get ECs

        AP 555 Leusink-Bokxem: Add "Make I-Tech user testing part of SONA points" to the agenda of next meeting

    b. Shaafstal states that it is important for students to be present during PC meetings as their input is valued and they are getting paid for it.

The meeting is closed at 10:16

  3d. Action points

Action point	Status	Responsible

511: Discuss the plan for and the budget of the proposed focus group on evaluating CreaTe as a whole	Open	Burema & van Delden & next Edu. of Proto)
515: Check the legality of voting on the re-election of a PC member and how many members can/should be part of the PC	Done	Burema
519: Share ideas for improvement from students for the Internet Technology course with Zalewska and Schaafstal	Done	Burema
530: Figure out what the situation with Discord is with LISA	Open	Van Delden, Zalewska
531: Send feedback to Schaafstal on the Duth Tracks form	Done	Everyone
533: Ask Soham how automatic transcription would work and discuss how much time it would save	Done	van Delden
534: Discuss with the CRITEEC chair to make it more clear in the panel minutes which teachers are being discussed and how many TAs a course has	Done	Burema
535: Send the minutes of the minutes of CRITEEC to Leusink to be uploaded to the PC drive.	Done	Burema
540: Think about ways to increase the visibility of the PC	Recurring	Everyone
541: Respond to the email on PC trainings that the PC is available Feb. 25th and March 4th from 11:00 onwards	Open	Englebienne
542: Send the feedback on the new SEQ to Zalewska	Done	Klein Brinke
543: Discuss with Buser the issue of her not being appointed correctly within the PC	Done	Burema
544: Look into how the legality surrounding the re-election of PC members	Done	Burema
545: Add two items to the agenda of next meeting: the legality of re-election of PC members, and low student attendance during lectures/tutorials	Done	Leusink
546: Ask Cynthia Souren about how voting during PC elections on teachers who are not officially linked to EEMCS would work. Which staff members would be allowed to vote for these teachers?	Open	Burema
547: Discuss with Leusink-Bokxem the decision of making minutes public going forward	Done	Blom
548: Provide Reiner feedback that minutes were all over the place	Open	Burema
549: Send M5 evaluation from travelling students to PC	Open	Van Ierssel
550: Contact Belinda to see how to make Minutes Public	Open	Klein brinke

551: Add SEQ to March Agenda	Open	Leusink-Bokxem
552: Ask Belinda to get access to the PC	Open	Blom
553: Send updates and ideas of how to change the EDI course	Open	Van Delden
554: REPLY on feedback	Open	Everyone
555: Add "Make I-Tech user testing part of SONA points" to the Agenda of next meeting	Open	Leusink-Bokxem