

# ANNUAL REPORT PROGRAM COMMITTEE

## CREATE / I-TECH 2022 - 2023

### 1. Program Committee members

In the academic year 2022 - 2023 the program committee CreaTe/I-tech consisted of the following members:

#### A. members

Employees	Membership period
Dr. G. Englebienne	Entire year
Dr. R. van Delden	Entire year
Dr. C.M. Epa Ranasinghe	Entire Year
Student members	
Y. Burgstede	Entire year
A. Sabermanesh	Entire year
E. Burema	Entire year
Y. Blok	From Mar. onwards
Other	
Dr. A.M. Schaafstal (Program director Create & I-Tech)	Until Jan. 2024
Dr. A.M. Schaafstal (Program director Create)	Entire year
Dr. ir. R. Klaassen (Program director I-Tech)	From Feb. onwards
Dr. K. Zalewska (Create coördinator)	Entire year
J. van Houwelingen – Snippe (I-Tech coördinator)	Entire year
G. van Iersel	Entire year
A.S. Fokkens	Entire Year
J. Klein Brinke	From Nov. onwards
B. Leusink- Boksem (support staff)	Entire year
H.K.S. Ottenschot (minutes)	Entire year
S. Nanwani Vaswani (minutes)	Entire year

#### B. New Members

See the table above. Emma Burema joined the PC as a representative for the I-Tech programme

#### C. Communication

Communication with the students is mediated through the study union Proto and the student members of the committee. Communication with the teachers in the program is mediated through the program coordinators and the staff members of the committee.

## 2. Meetings

In the past academic year 11 meetings took place, in 9 the program director was present. In the table below the relevant agenda topics for each meeting are listed.

Every meeting the following items appear on the agenda:

- opening and announcement
- fixing the agenda
- minutes previous meeting
- incoming and outgoing mail
- spearheads
- Questions

Date meeting	Program Director	Discussion points (short)
17-10-2023	Present	<ul style="list-style-type: none"><li>• Discussed Grading and Evaluation M4</li><li>• Funding/subsidising of student projects</li><li>• Setting up M7 Hands-on AI</li><li>• Discussed Jeroen Klein Brinke (VU) joining as PC-member</li></ul>
14-11-2023	Present	<ul style="list-style-type: none"><li>• Create VU Student PC Member</li><li>• SEQ improvements</li><li>• Longitudinal evaluation Create</li><li>• VU-UT exam alignment</li><li>• BCI course</li></ul>
12-12-2023	Present	<ul style="list-style-type: none"><li>• Examination alignment VU-UT</li><li>• Discussed feedback M11 and M12</li></ul>
17-01-2024	Present	<ul style="list-style-type: none"><li>• Validity of grades over multiple years</li><li>• Restrictions on allowable EC per quartile</li><li>• Financial situation UT</li><li>• Development of create at VU</li></ul>
13-02-2024	Present	<ul style="list-style-type: none"><li>• Log cabin survey</li><li>• Discussed extension of partial grades</li><li>• Discussed possibilities for implementing lab inventory system</li><li>• Reflection on M11 and M12</li></ul>
12-03-2024	Present	<ul style="list-style-type: none"><li>• UT-wide EER</li><li>• Discussed results of log cabin survey</li></ul>
09-04-2024	Present	<ul style="list-style-type: none"><li>• Bachelor EER - Faculty-wide and Create-specific</li><li>• Master EER is postponed</li></ul>
16-04-2024	Present	<ul style="list-style-type: none"><li>• Master EER – Faculty-wide and I-Tech-specific</li></ul>
09-05-2024	Present	<ul style="list-style-type: none"><li>• Evolution of number of students</li><li>• Log cabins</li></ul>
13-06-2024	Present	<ul style="list-style-type: none"><li>• Investigating Dutch track for Create</li></ul>
09-07-2024	Present	<ul style="list-style-type: none"><li>• Composition of PC</li><li>• M8 Internet Technology</li><li>• Dutch Tracks / TAO</li></ul>

## 3. Advises

*a. asked*

In the past academic year 2023/2024 official asked advices were given. Below is listed what every advice was and what is done with it.

<b>Date advice</b>	<b>April 2024 EER I Tech</b>
<b>Advise (short)</b>	Approval of the EER I-Tech
<b>Reaction PD</b>	thankful
<b>Result</b>	Approved with some remarks

<b>Date advice</b>	<b>April 2024 EER CreaTe</b>
<b>Advise (short)</b>	Approval of the EER Create
<b>Reaction PD</b>	thankful
<b>Result</b>	Approved with some remarks

*b. not asked*

In the past academic year 2023/2024, no formal unasked advices were given.