ANNUAL REPORT PROGRAM COMMITTEE
CREATE / ITECH 2018/2019

1. Program Committee members

In the academic year 2018/2019 the program committee CreaTe/ITech consisted of the following members:

A. members

Employees	Membership period
Dr. M. Poel (chair)	Entire year 2018/2019
Dr.ir. C. Salm	Entire year 2018/2019
Dr.ir. R.W. van Delden	Entire year 2018/2019
Dr.ing. G. Englebienne	Entire year 2018/2019
Student members	
K.T. de Kruiff	Entire year 2018/2019
F. Lammers (vice chair)	Entire year 2018/2019
D.A. van Meggelen	Entire year 2018/2019
M.T. Rutgers	Entire year 2018/2019
Other	
Dr. A.M. Schaafstal (director)	Entire year 2018/2019
Dr.ir. E.J. Faber (bsc. Coordinator)	Till January 2019
B. Spikker-Sieverink (support staff)	Entire year 2018/2019
Dr. K. Zalewska (msc/bsc coordinator)	From October 2018
S. Koomen (minutes)	From September 2018
L. Bosdriesz (minutes)	From September 2018

B. New Members

See the tabel above.

C. Communication

By email or paper mail.

2. Meetings

In the past academic year 10 meetings took place, of which at least 7 where with the program director. In the table below is listed what was talked about during every meeting.

Every meeting the following items appear on the agenda:
- opening and announcement
- fixing the agenda
- minutes previous meeting
- incoming and outgoing mail
- which courses/modules will be evaluated/discussed
- spearheads
- Questions

Date meeting	With/withoud PD	Agenda points (short)
11-09-2018	with	→ year plan PC → manual module Smart Technology → manual module 11 and 12
09-10-2018	with	→ year plan PC → M8 Data: From the Source to the Sences → Quality thesis EIT HCID students
13-11-2018	with	→ module 12 (rescheduled to December) instead an update from Schaafstal → module improvement plan → Elsevier
15-01-2019	With	→ evaluation course Concept, Methods and Measurements → essay Documentary Practice → establishing a workgroup Extra point: presentation prof. development.
12-03-2019	Without	→ proposal to split research EIT → evaluation Foundations of Itech → Annual report 2017/2018 → Graduation semester → Language policy for EEMCS students and teachers
09-04-2019	With	→ WSV gelden → evaluation Impact, Innovation & Entrepreneurship → annual report 2017/2018 → python in module 6 → OER ROMP MASTER 2019/2020
14-05-2019	with	→ evaluation course Mastering Thinkering → WSV gelden → manual M8 Data:From the Source of the Senses → annual Report OLC → OER Master ITech programme specific part 2019/2020 → Bachelor OER

		→ Workgroups for year evaluation of CreaTe and Itech
11-06-2019	Without	→ WSV gelden → manual M8: Data: From the Source to the Senses → Workgroups for year evaluation of CreaTe and Itech mail
09-07-2019	with	→ evaluation Storytelling through Sound → information session TOM 2.0 → self assessment report ITech → Workgroups for year evaluation of CreaTe and Itech
28-09-2019	with	→ self assessment report ITech and Student Perspective

3. Advises

a. asked

In the past academic year 2018/2019 official asked advices were given. Below is listed what every advice was and what is done with it.

Date advice	October 2018 Quality thesis EIT HCID student
Advise (short)	How to guarantee the quality of the thesis of exit students
Reaction PD	Thankful for comments
Result	Solution is found. Thesis will be read by Theune if it is a pass according to our believes

Date advice	November 2018 Module Improvement plan
Advise (short)	Approval of a template for MIP
Reaction PC	It is approved and hopefully this will give unity in the manuals
Result	Is has been mailed to the module coordinators

Date advice	March 2019 EIT research
Advise (short)	Approval to split the research for EIT students
Reaction EIT coordinator	thankful
Result	Approved

Date advice	March 2019 Language policy
Advise (short)	PC of CS made a language policy and what does PC think about this
Reaction PC	Not fully achievable.
Result	Not fully achievable

Date advice	April 2019 WSV Gelden
Advise (short)	The students is asked what they prefer to spend on the WSV money
Reaction students	They have made a summary what is needed
Result	The faculty of EEMCS will be informed

Date advice	April 2019 Python in M6
Advise (short)	Request to use Python in M6 instead of programming in C++
Reaction PC	They prefer Python
Result	It is approved

Date advice	May 2019 Itech Specific part
Advise (short)	Approval of the ROMP master OER
Reaction PD	Small changes made
Result	It is approved

Date advice	April 2019 OER ROMP Master 2019/2020
Advise (short)	Approval of the ROMP master OER
Reaction PD	Small changes made
Result	It is approved

Date advice	April 2019 OER ROMP Master 2019/2020
Advise (short)	Approval of the specific part ITech OER
Reaction PD	Some remarks will be processed
Result	It is approved

Date advice	May 2019 OER ROMP and specific Bachelor CreaTe 2019/2020
Advise (short)	Approval of the ROMP and specific part bachelor CreaTe OER
Reaction PD	Some remarks will be processed
Result	It is approved

Date advice	July and August 2019 Self Assessment report Itech
Advise (short)	Check of the student chapter of the report
Reaction Students	They are willing to check and complement the report
Result	It is discussed

b. not asked

In the past academic year 2018/2019 official not asked advices were given. Below is listed what every advice was and what is done with it.

Date advice	September 2018 manual M5
Advise (short)	Major change is that math is separated to do more justice
Reaction coordinator	Thankful for comments
Result	approved

Date advice	October 2018 module 8 manual
Advise (short)	New coordinator Small corrections How to deal with repairs
Reaction coordinator	Thankful for comments
Result	Some small corrections but approved

Date advice	January 2019 Concept, measures and Methods
Advise (short)	Everything is considered well done.
Reaction coordinator	Thankful for comments
Result	Meets expectations

Date advice	January 2019 professional Development
Advise (short)	Digital badges
Reaction coordinator	Want to know if she is heading the correct direction
Result	Meets expectations

Date advice	March 2019 Concept, Methods and Measurements
Advise (short)	Everything is considered well done.
Reaction coordinator	Thankful for comments
Result	Meets expectations

Date advice	**June 2019 manual module 8**
Advise (short)	Small corrections.
Reaction coordinator	Thankful for comments
Result	Meets expectations

4. Course evaluation

At the following course evaluations, a possible problem was noticed. Below are all possible problems listed and what is done whit it.

Course	**Foundations of Itech**
Possible problems	The course lacks depth and assignments are interpreted differently
Possible solutions	One subject less is option and larger assignment at the end.
Reaction PD	Happy with the results
Result	Will show during the year

Course	**Concepts, Measures and Methods**
Possible problems	Almost none
Possible solutions	Meets expectations
Reaction PD	Happy with the result
Result	Will show during the year

Course	**Graduation semester**
Possible problems	New rule for resit during graduation semester shortened to two week.
Possible solutions	Works well
Reaction PD	Happy with the improvement
Result	Will show during the year

Course	**Basics of Impact, Innovation and Entrepreneurship**
Possible problems	Guest lectures hard to realize due to small group of students
Possible solutions	Combining guest lecture with another seminar
Reaction PD	Happy with the results
Result	Will show during the year

Course	Mastering Tinkering
Possible problems	New course and evaluating the course wasn't possible because the evaluationperiod was already closed. Teacher made his own evaluation
Possible solutions	none
Reaction PD	Happy with the results
Result	Will show during the year

Course	Storytelling through sound
Possible problems	Many students who want to follow the course but not enough space and equipment
Possible solutions	Will be discussed
Reaction PD	Compliments for teacher form progr. board
Result	Will show during the year

5. Self-evaluation

Action point	Deadline	who