UNIVERSITEIT TWENTE.

To: Members programme committee CreaTe- ITech

Committee members:
dr.ir. R.W. van Delden, dr. Ing G. Englebienne, dr. C.M. Epa Ranasinghe,
A. Sabermanesh, E. Burema,

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), dr. J. Klein Brinke,
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. 145
Date: **Tuesday September 10, 2024**
Time: **09.00- 11.00 hr.**
Location: Citadel H211

MINUTES PROGRAMME COMMITTEE

1) **Opening and fixing the agenda**
   a) The meeting is oppened at 09:03 by Van Delden,
   b) Van Delden, Englebienne, Zalewska are present. Burema and van Ierssel join the meeting online. Snel will join online later

2) **Announcements**
   a) Zalewska announces that there are 76 first year CreaTe students at UT. Less students than last year but going well.
   b) Zalewska announces that Schaafstal would have wanted to discuss the Dutch track during the meeting, but she is unable to attend
   c) Van Delden communicates that there was a last-minute change in M5 Interactive Media.
      i) He explains that Sound & Engineering was moved to the Module 8 elective in place of Animated Storytelling. This course is now replaced by *Creative Composition of Visuals, Sound and Motion* and will allow to buildup to Sound Engineering.
      ii) A transition rule has been made so that retakers can choose when to take Sound & Engineering.
   d) Van Delden communicates that he attended the Faculty Council Meeting and explains the outcomes. He explains that there was discussion on how it impacts research and how it impacts the study. The objective is to reduce TAs by 50% and in the first year by 30% (Q1 not affected). Going to be an ongoing way to see how it will work.
      i) Van Delden suggests that the PC should discuss this further and help teachers if possible.

Englebienne suggests that Some courses were already using TAs wisely so they shouldn't be badly affected. It is important to be aware of what is taught and how many students are in the class.

Van Delden suggests that this over usage of Tas is in part due to Covid effects (where they were needed much more)

e) Van Ierssel announces that there are 51 first year CreaTe students at the VU (45 during first year). Schaafstal expected a bit less before the summer.

  i) Van Ierssel states that the year started smoother than last year and that he saw 2nd year students were TAing 1st year students which is nice to see.

f) Burema communicates that she will continue in the PC

3) Minutes Programme Committee

  a) Minutes PC meeting July 9, 2024

  i) Content-wise:

  (1) No remarks

  ii) Regarding:

  (1) Page 3: Van Delden asks if there is an update on the report regarding Internet technology

    (a) Zalewska remarks that Schaafstal had a meeting with the chair of the Internet technology's teacher where she used feedback which they had received from students but that there are no updates yet.

  (2) Page 4: Regarding dropouts, Zalewska remarks:

    (a) Many students got extensions approved and those 71 students moved onto the 2nd year.

    (b) 5 students which dropped out in February returned this academic year.

    (c) At the VU, they started with 45 and 34 have moved into the 2nd year.

    (d) There is also a growth in the number of students in I-Tech but not as many as expected.

  (3) Page 5: The CRITTEC Chair has not been invited to meeting yet

    AP 521 van Delden: Invite Reiner Algra (CRITEEC) to PC meeting

  The Minutes are Approved

  b) Action points

  i) 449: Done

  ii) 487: In progress

  iii) 505: (Open) Draft was written but was not sent. Email should be changed so that the PC is updated on any changes of the EER.

  iv) 508: Open (Not sure yet)

  v) 510: Open (Still need final staff member)

    AP 522 van Delden: Send Zalewska & Leusink-Bokxem final decision of Staff member

  vi) 511: Got a formal approval but with the situation of TAs it seems less likely.

    Englebienne suggests making it an agenda point to discuss it.

    AP 523 van Delden: Arrange meeting with Burema regadring focus groups

  vii) 512: Discussed & Done

  viii) 513: Done

  ix) 514: Done

  x) 515: Was checked and will make a plan for procedure next year.

    Van Delden suggests making a plan to send out an email in June to the student and teaching staff to see if they want to be part of the Programme Committee.

  xi) 516: Done

  xii) 517: Done

xiii) 518: Not needed
xiv) 519: Ongoing.
xv) 520: Done. (Still Pending to see if Schaafstal will be there at the next meeting).

4) In and outgoing mail.
    4.a: Approved EER ITech

5) Appointing new members (Alexia Briassouli or Edwin Dertien)
    5.b: email Bart Blom applying for student advisory for PC Create Itech
    5.c: email Ishitaa applying for student advisory for PC Create Itech
    5.d: email Sanne Buser applying for student advisory for PC Create Itech
    5.e: email Michel Moneta applying for student advisory for PC Create Itech

    I)   The members of the programme Committee stopping are: Epa Ranasinghe, Burgstede and Sabermanesh
    II)   In regard to the student members, one of the candidates, Ishitaa has graduated and is no longer a student, thus she can not be accepted. The remaining candidates can be accepted and informed.
        a.   Bart Blom, Sanne Busser and Michel Moneta will be accepted into the Programme Committee.
        AP 524 Burema: Send email to students informing them they got accepted (& for Ishitaa that she was not)
    III)   In regard to teaching staff, there are a few candidates in mind:
        a.   Alexia Briassouli has shown interest in joining
        b.   Edwin Dertien is a good option as he is involved in both CreaTe and I-Tech but is very busy.
        c.   Erik Faber could potentially be an option as he is very involved in CreaTe but, he is not involved in I-Tech
        d.   Richard Bults could potentially be an option
    AP 525 van Delden, Englebienne, Klein Brinke: Discuss and decide which teacher will join the Programme Committee.

6) Decision on note taking approach OLC meetings.
    - email from Emma Burema reaction on using AI tool for minute making.
    - Email from CES regarding needing to cut down on Minute Takers.

    a)   The email from CES provided three options in trying to reduce the work of Minute Takers. Which were:
        a.   Using AI to transcribe
        b.   Put more work on BOZ (not a good option)
        c.   Reduce hours worked for minute takers
    b)   Van Delden and Englebienne suggest that using AI could be an option, but it brings up questions of how good it is and about the sensitive information that could come out of those meetings
    c)   Reducing the hours worked for minute takers could work if some modifications are made.
    d)   Van Delden proposes to restructure the meetings such that summaries are provided at the end of each point in the agenda. This way the workload of minute takers could be reduced.
        i.   The attendants agree with the suggestion

AP 526 van Delden: Respond to CES by saying that We will proceed to try the AI tool but also want to investigate if restructuring meeting will work (but that means less information will be made available)

7) **UT- wide EER pain and strong points**
   a) Van Delden highlights that in the UT wide EER there is a remark on the pre-binding study advice is given twice whereas at the VU it is only given once. Since CreaTe is now VU-UT, it has to be added to the Programme specific EER
   b) Van Delden remarks that there are some minor spelling mistakes that can be easily fixed.
   c) Van Delden highlights that there is remark that the Dutch section is binding but this links to the 2020 EER.
   d) Van Delden doubted about "Core Programme". The current definition is that every student follows specific courses but are does CreaTe do this considering there are electives?
      i) Zalewska remarks that this point refers more to the minors as in if they can do minors or if its all part of the study. She highlights that Core programme is defined in the CreaTe specific EER.
      ii) Van Delden asks if Core Programme can be re-defined
   e) Van Delden highlights that subgrades are going to be registered in Osiris. He highlights that in the EER there is a remark on the highest grade on a test applying.
      i) Zalewska explains that Exam and Test are defined differently in EER. Exam is final, Test is smaller. It is more about how the Test is defined in Osiris.
      ii) Englebienne suggests that the issue may arise in the definition of a Study Unit. He highlights that there might be ambiguity in terms of language, but it won't be interpreted this way.
   f) Van Delden highlights Article 211.1 on the Retention period of written tests being 2 years.
      i) Zalewska highlights that data is deleted from Osiris after 7 years. The account of a student is deleted after 3 years.
      ii) Van Delden remarks that this article probably refers to a minimum and thus should not be a problem. This is probably similar at the VU but if it is different, it should be highlighted but given that the online test go the UT, it shouldn't be an issue.

      AP 527 Van Ierseel: Check with the VU teacher about Retention of written tests.
   g) Burema highlights that there was a remark regarding resits and not being able to apply for a resit if you pass the first time and that as CreaTe we do not do this.
      i) Zalewska remarks that since there are courses that subgrades and they might put it directly if it is not combined with other grades. She suggests that you do not want to register subgrades on Osiris.
      ii) Englebienne suggests that if resists are separate then it would work but since the resits are usually combined it doesn't work.
      iii) Van Delden suggests that there is no potential issue Arising.
   h) Van Delden remarks that Reviews are a point of discussion. At the VU in theory you have exam review in an Exam room so the question is, can this be considered a discussion.
      i) Van Ierssel replies that last year students were asked to inform a teacher if they wanted to review the exam, so it does not become an issue.
   I) Van Delden suggests contacting Celin to ask whether there are plans for changes that would impact VU-UT.
      a. Zalewska highlights that the validity of grades should be discussed since now at CreaTe, partial grades should be valid indefinitely).
      b. Van Delden concludes that Celin does not have to be invited to the next meeting, rather just ask her to keep the PC updated of any changes.

8) Annual report Create- ITech
   a) Englebienne summarised the discussions of each of the meetings and removed any references to 2017 from the 2021 report.
   b) Van Delden asks when the approval email for the collaboration between VU-UT for Creative Technology was sent so it can be in the year overview.
      i) Engelebienne highlights that it was discussed in 23 so it is not an issue.
   c) Englebienne wonders when Module 7 was discussed.
      i) Zalewska remarks that it was discussed in Spring 2022-23
      ii) Englebinne remarks that he will add this discussion to the report.
   d) Van Delden asks if the final remarks of the 21-22 can be changed so the can be uploaded online by Belinda
      i) **AP Gwen 528:** Update the report with desired changes and send to Belinda

9) Dutch tracks
   a) 9:33 Merijn Snel joins to discuss
   b) There was a meeting with Zalewska to discuss what it would mean to develop a Dutch track. No conclusions were made. It Seems more of a hurdle to create a Dutch track in Amsterdam (rather than the UT).
   c) Snel indicates that when the law is in place (starting 1st January), there are 9 months to submit a document (TAO) to get permission to have an English taught programme. The reasoning will be that Computer Science and Electircal Engineering are English taught fields…
      i) There is also a 2/3 rules which is also unclear. It is not clear if you can just count how many ECs are needed.
   d) Snel highlights that no programme has a proper answer as this also impacts HR and staffing. In theory it would be doable but in practice it is much harder but then issues such as staffing arise. This will be the main response to the rector.
   e) Snel concludes that a form needs to be filled out before the 30th of September. The response will entail explaining that an effort was made to try and come up with a potential Dutch Track but that it does not seem viable.
      i) Van Delden remarks that it is important to see how the student population will be impacted in terms of how many Dutch students choose the Dutch or English track. It is also important to discuss financial implications and how to plan everything around it such as exams needing to be translated.
      ii) Englebienne highlights that the fact that the material is already in English, students still need to be fluent in English so it does not add much value.
      iii) Van Delden asks if there is an overview of Dutch students who go and settle abroad after their studies.
         (1) Zalewska replies that there isn't a specific overview but most students complete master studies and these are all English taught.
      iv) Englebienne suggests that the fact that Masters are in English is a very strong point as Bachelor students usually go ahead and continue with their Masters.
   f) Snel suggests using the minutes from the PC meeting in June along with the minutes from the current meeting as the input on behalf of the Programme Committee.

10) 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

11) Any other business/ Questions:

Meeting is closed at 11:00

3c. Action points

Action point	Status	Responsible
449: Construct an annual report for 2022-2023 for the PC	Done	Englebienne
487: Start constructing the annual report for 2023	Ongoing	Englebienne
505: Contact Celine Heijnen regarding more involvement in EER	Open	Van Delden & Englebienne
508: Check if you are officially accepted into the PC as a committee member	Open	Klein Brinke
510: Update the names of PC members on the PC webpage and upload any annual reports that have not been uploaded yet	Open	Zalewska
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)
512: Scan through the UT-wide EER for any pain points and/or points where the PC would like to be more involved. Van Ierssel will pay extra attention to any possible issues regarding differences between UT and VU regulations	Done	All (Bachelor side)
513: Adjust this year's annual report and send it to Zalewska	Done	Englebienne
514: Add the PC email alias to the PC webpage	Done	Zalewska
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	Open	Burema
516: Post a message in the I-Tech Canvas about the open PC positions	Done	Van Houweling-Snippe
517: Ask Zalewska to post a message in the CreaTe Canvas about the open PC positions	Done	Burema
518: As soon as the voting process for the open positions within the PC has ended, share the voting results with Schaafstal	Done	van Delden
519: Share ideas for improvement from students for the Internet Technology course with Zalewska and Schaafstal	Open	Burema
520: Ask Epa Ranasinghe, Leusink-Bokxem, Schaafstal, and Zalewska if the PC meeting time can be moved to Tuesday mornings from 8:45-10:45	Done	van Delden

521: Invite Reiner Algra (Chair of CRITEEC) to PC meeting	Open	Van Delden
522: Send Zalewska & Leusink- Bokxem final decision of Staff member	Open	Van Delden
523: Arrange meeting with Burema regarding focus groups	Open	Van Delden
AP 524: Send email to students informing them they got accepted (& for Ishitaa that she was not)	Open	Burema
AP 525: Discuss and decide which teacher will join the Programme Committee.	Open	Van Delden, Englebienne, Klein Brinke
AP 526: Respond to CES by saying that We will proceed to try the AI tool but also want to investigate if restructuring meeting will work (but that means less information will be made available)	Open	Van Delden
AP 527: Check with the VU teacher about Retention of written tests.	Open	Van Ierssel
AP 528: Update the report with desired changes and send to Belinda	Open	Englebienne