UNIVERSITEIT TWENTE.

To: Members programme committee CreaTe- ITech

Committee members:
dr.ir. R.W. van Delden, dr. Ing G. Englebienne, dr. i.r. J. Klein Brinke, E. Burema, A. Blom, dr.ir. E.C. Dertien, M. Moneta

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)

_____

MINUTES MEETING PROGRAMME COMMITTEE- CreaTe/ITech
MEETING NR. 145
Date: **Tuesday September 10, 2024**
Time: **09.00- 11.00 hr.**
<mark>Location:</mark> Citadel H211

M I N U T E S   P R O G R A M M E   C O M M I T T E E

1) Opening and fixing the agenda
   a) The meeting is opened at 09:04 by Englebienne
   b) Englebienne, Zalewska, Schaafstal, Burema, Klaassen, Klein Brinke, Dertien are present. Van Delden, Moneta, van Ierssel, Snel have joined online.
   c) R. Algra from the CRITTEC has also joined the meeting

2) Announcements
   a) Dertien and Moneta have officially joined the PC
   b) Zalewska announces that the M1 Hackathon was just finished and it went well. At the VU it went well as well.
   c) Klaassen announces that they are working on solving the not hiring externally and hiring internally for the upcoming quartiles.
   d) Ierssel announces that hiring a technical Lab for the VU is very good news as they will be able to assist students.
   e) Van Delden along with Klaassen explain that a WSV workshop for I-tech students is being planned. The idea is to work with a Lab to have fixed topics to ave more real and hands-on with technology and tools.
      i) Schaafstal highlights that it is important that the different labs should be distinguishable and that they should be kept a bit separate and also consider how it is presented to students)

ii) Schaafstal highlights that the WSV money is good news since it is 20.000€ per study programme which is nice to hear
f) Van Delden highlights that they tried to engage students more not just by Teams or Canvas.
g) Schaafstal highlights that last week scholarships were awarded of which 1 was of I-Tech

3) Minutes programme committee
a) Minutes PC meeting September 10, 2024
i) Content-wise:
(1) Page 1: Update Klein Brinke's title
(2) Page 1: New name for Sound & Engineering (should have been Sound Engineering)
(3) Page 5: 8.b. Proof sounds wrong. Should be improved to when the approval email was sent
ii) Regarding:
(1) Page 2: Point 3. ii.2.a, the number of second year CreaTe students is not 71. It is 66 since 5 of them dropped out before February but have started again in September.

b) Action points
i) 487: Started but not finished
ii) 505: Done (Email was sent out with a summary of what was discussed
iii) 508: Done
iv) 510: Done
v) 511: Not Done
vi) 515: Done (It is borderline legal. It should be discussed in February/March.
vii) 519: Not sure who will be teaching
(1) Klein Brinke asks to be more involved (as he might teach it)
viii) 521: Done
ix) 522: Done
x) 523: Not Done (Merge with 511)
xi) 524: Done
xii) 525: Done
xiii) 526: Done (Unsatisfactory response)
xiv) 527: Open
xv) 528: Done

AP Belinda 529: Add to the agenda discussion on preference for on paper or online testing whether we prefer to use online testing or not
AP Klein Brinke 530: Figure out what the situation with Discord is with LISA

4) In and outgoing mail.
a) Proposal TAs minute taker PC (Dutch email 2x)
i) CELT does not want to pay for the minute takers, so they advise using Microsoft Professional for minutes.
(1) This would however mean that the video recording would be sent to Microsoft. To avoid this, we will try using the offline version of Whisper.

5) Dutch tracks
a) All programmes are opting to stay in English, so they have to pass the TAO.
i) Not passing the TAO would mean having to convert to a (partially) Dutch-taught programme.
(1) If this were to happen, it would have to be discussed what the smartest ways of doing this would be.
b) The form was filled in and submitted

c) The Form discussed what the intentions for CreaTe were and also discussed potential organisational changes. This is different to the TAO form which is more direct and discusses the civil effect on the Dutch labour market.

d) Snel explains that the arguments given are that CreaTe creates a profile international unique profile which is in a sector of engineering which has a known shortage.

e) Snel explains that the TAO will be requested once the TAO is in place which in theory should be January 1st, 2025. Once submitted, this will be passed onto the CDHO to provide advice to the Ministry. It could take almost a year.
   i) Burema asks if PC has to do anything related to this
      (1) Schaafstal replies that it is mainly informative. Since we already had a lot of information beforehand (due to adding CreaTe at the VU).

f) Englebienne asks how we compare to other programmes
   i) Schaafstal states, if you are in a cluster with multiple programmes in Dutch, your programme might not need to switch since there is already an offering in Dutch.
   ii) Schaafstal adds that there is enough time to transition. It has been stated that specific agreements will be made in what time the transition can be made

g) Van Delden asks if the programme could be forced to transition into a fully Dutch-taught programme
   i) Snel replies that theoretically it could be forced to add a Dutch-track but this is not part of the current discussion.

h) Schaafstal asks to receive feedback from the form that was sent to help improve the argument.
   i) **AP 531 Everyone:** Send feedback to Schaafstal on the Duth Tracks form

i) Van Delden highlights that he saw the argumentation of being able to place people in the Beethoven programme. He asks if there are alumni who could be shown to work in companies such as VDL, ASML…
   i) Schaafstal suggests that it is important, but it is not one of the strongest arguments for CreaTe.

j) Regarding Internalisation
   i) Master programmes are still not involved so can continue as before (also with advertisements)
   ii) There is some hesitation from students who might not know how welcome they are
   iii) The university has a big stance on Internalisation and there is no timeline as to when this will be known
      (1) Even without regular fairs, people can still find CreaTe through different marketing digital campaigns. The important thing is that every student counts (do not want to lose up to 1400 students)

k) Regarding student numbers
   i) The number of students at the VU is currently 50 and at the UT 78.
   ii) The intensive matching process has been skipped and are still pending to see how it works.
   iii) Usually about 20% of students are lost. This year more students were lost in both locations. One of the reasons is probably due to Mathematics.
      (1) Schaafstal highlights that they are considering making tutorials mandatory for mathematics to ensure they pass and increase the numbers moving onto the next year.
      (2) Currently the attendance for Mathematics in Amsterdam VU is pretty good

iv) Moneta suggests that the fact that there were no deadlines until the exam might have made students not so enthusiastic about it
    (1) Zalweska suggests making the presence mandatory so people will be working on the assignments then.
v) Van Ierssel suggests that adding more deadlines might not work as students already complained last year during M2 about having too many deadlines.
vi) Algra suggests giving students more time to work on Mathematics by moving deadlines from other courses.
vii) Englebienne suggests adding this discussion to the agenda in the March meeting

Snel and Schaafstal leave at 10:05

6) **CRITEEC**
  a) Algra asks how teachers use the feedback when It is received.
    i) Engelebienne explains that teachers have the feeling that it is very one-sided due to low attendance. Furthermore, everything from students is taken at face value

  b) Algra suggests that the panels should focus more on discussion rather than critic so he suggests that the objective is to find out how to increase the number of participants. He explains that throughout last year they tried to have teachers involved from the beginning of the panel and it has worked well.
  c) Algra implies that having constructive discussions can be done by having a chair who can lead the discussion and filter out less useful information. He explains that in other programmes either a Module coordinator or someone from the educational quality assurance chair's the meetings.
    i) Englebienne asks what the onboarding process for new CRITEEC members is.
      (1) Algra explains that there is a faculty-wide training where students learn and give advice on chairing these meetings

  d) Klaassen suggests that to increase participation it could be an option to add it on the rooster
    i) Algra responds that this has already been done. Furthermore, he adds that an effort has been made to have panels in the lecture rooms or at least in the same building.
  e) Klein Brinke asks what the attendance per module is.
    i) Algra adds that in Module 1 it is quite high with about 20 people. He adds that as you proceed through the modules, attendance sharply decreases. Many times, the panels are filled with a maximum of 7 people
    ii) Algra adds that I-Tech attendance differs a lot in teacher motivation
  f) Regarding M11/M12, van Delden suggests making the panels focused on how the programme helped to work on the GP rather than the specific experience

  g) Van Delden asks how the chairs are onboarded during the panels.

    i) Algra explains that the new members are usually paired with the less experienced members. Crrently however, they all have at least one year of experience so it is not needed.
    ii) He suggests that it could be an option to make the new panel members start off as minute-takers so they can see how experienced chairs do it and slowly start taking more of a lead.

  h) Van Delden asks how the evaluation panels are done at the VU.

i) Iersel explains that students take a Do a mid-module questionnaire (completed in class through a Kahoot). Furthermore, a few panels with 5-6 students were held outside the classroom. He adds that last year it went quite well and that the students provided useful feedback.

ii) Klein Brinke explains that the results were not presented but discussed with specific teachers what they can improve on.

iii) Moneta explains that this format was well taken and appreciated by students

i) Algra concludes that he will try to add a feedback form to possibly improve the panels (to also stimulate promotion from teachers) and will try to work on the chair onboarding.

7) **Critical review on possible reduction on the number of meetings through the use of smart EER/evaluation aligned moments**

a) Not discussed. Should be added to the next Agenda along with discussion on the International identity of CreaTe

   i) **AP 532 Leusink- Bokxem:** Add to the agenda: 1) Critical review on possible reduction on the number of meetings through the use of smart EER/evaluation aligned moments and 2) International Identity of CreaTe.

8) 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

9) **Any other business/ Questions:**

a) Dertien states that last year after the hackathon, he received many complaints from the notebook center about USB ports blowing up because people without Physical computing experience were connecting stuff to their laptops and asked how that would work this year.

   i) Zalewska responds that this year USB ports will be added to the Proto kits

Closed at 11:03

3c. **Action points**

Action point	Status	Responsible
487: Start constructing the annual report for 2023	Ongoing	Englebienne
505: Contact Celine Heijnen regarding more involvement in EER	Done	Van Delden & Englebienne
508: Check if you are officially accepted into the PC as a committee member	Done	Klein Brinke
510: Update the names of PC members on the PC webpage and upload any annual reports that have not been uploaded yet	Done	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)
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	Open	Burema
521: Invite Reiner Algra (Chair of CRITEEC) to PC meeting	Done	Van Delden
522: Send Zalewska & Leusink- Bokxem final decision of Staff member	Done	Van Delden
523: Arrange meeting with Burema regarding focus groups	Not Done (Merge with 511)	Van Delden
524: Send email to students informing them they got accepted (& for Ishitaa that she was not)	Done	Burema
525: Discuss and decide which teacher will join the Programme Committee.	Done	Van Delden, Englebienne, Klein Brinke
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)	Done	Van Delden
527: Check with the VU teacher about Retention of written tests.	Open	Van Ierssel
528: Update the report with desired changes and send to Belinda	Done	Englebienne
529: Add to the agenda discussion on preference for on paper or online testing whether we prefer to use online testing or not	Open	Leusink-Bokxem
530: Figure out what the situation with Discord is with LISA	Open	Klein Brinke
531: Send feedback to Schaafstal on the Duth Tracks form	Open	Everyone
532: Add to the agenda: 1) Critical review on possible reduction on the number of meetings through the use of smart EER/evaluation aligned moments and 2) International Identity of CreaTe.	Open	Leusink-Bokxem