

*Faculteit Elektrotechniek, Wiskunde en Informatica*

*Technische Informatica, Telematica*

*Bureau Onderwijszaken*

To: Members OLC CreaTe

From: Barbara Spikker

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**Concerning Minutes of the CreaTe programme committee meeting nr. 2, 28 January 2011**

Present committee members: dr. M. Poel, dr. E.M.A.G. van Dijk, ing. P. van Passel,  
D.A.F. Mulder, I. Visser, T.J. Visser  
Others: G.F. van der Hoeven (director), B. Spikker (support  
staff, minutes)

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**1. Opening and announcements**

Van der Hoeven opens the meeting at 09.00. For now he will act as chairman but he asks the members to appoint an another person as chairman for the next meeting.

*Announcements*

Van der Hoeven mentions that due to personal circumstances Salm cannot be present.

Furthermore the members (except Poel and Salm) aren't yet appointed as formal members but this will be taken care of soon by the dean of the faculty.

*Future CreaTe*

At the moment 33 students have applied for CreaTe. Among them 15 from Germany, 7 Dutch and 11 from other countries. Probably not all will show up.

**2. Fixing the agenda**

The committee members want to discuss the effect of changes in the staff on the continuation of the programme.

This item is scheduled under questions. Otherwise, the agenda is fixed as proposed.

**3. Minutes programme committee of 25 June 2010**

I. Visser wants to know more about point 3 of the minutes. This will be explained in point 4 of the agenda.

The minutes are approved without changes.

**4. Short introduction of the tasks and the composition of the programme committee**

Van der Hoeven explains the role and purpose of a programme committee and the legal rules for the composition of such a committee. The intention is to have 4 teachers and 4 students eventually, who are members of the committee. Because HMI and CreaTe are connected with each other HMI is added to the programme committee of CreaTe. It is possible that Poel or Van Dijk will be replaced by a teacher of behavioral sciences. The task of the committee is

to advice about the quality of the programme in all aspects, ranging from the goals of the programme, to the way individual courses are provided.

The committee doesn't have the powers to take decisions.. They give advice to the director. If the advice is negative, the director can still continue with his plans, but he has to motivate his decision. Only the faculty council and dean can undo a decision. The faculty council is neutral and the members aren't involved with HMI or CreaTe.

## **5. Course evaluation**

The evaluation forms of the courses for CreaTe haven't been filled in systematically. For HMI it has been done regularly. Van der Hoeven wants to know if this form is appropriate to ask students for an opinion. Maybe changes in the form are needed. The intention is that at the end of each course the students fill in the evaluation form to give their opinion about the course.

The committee has the following remarks and advices about the standard course evaluation form.

- Reconsider the questions about course materials. Especially for projects, there is usually no book. Materials are found on internet.
- Some questions about satisfaction have to be answered on a 1-5 scale. This doesn't always match with the fact that satisfaction is measured by students is measured in different dimensions
- Make more space for open questions
- Make space for teaching goals
- Ask more specific questions about the composition of project groups. This is important for CreaTe

Van Dijk wants to know if OEC (Onderwijs evaluatie Commissie) evaluations are held because those involve discussions with a student panel.. Van der Hoeven explains the tasks of the OEC. Students are recruited in advance to judge a course. Afterwards they discuss their remarks with the teacher and they make a report of the evaluation. In the current situation similar discussions take place between tutors and students. But that is not really the purpose of tutoring. Maybe the OEC is also necessary for CreaTe.

Shortly:

The evaluation forms must be updated and more specified for CreaTe. Maybe an OEC is necessary for CreaTe.

Questions about the scores students give to courses:

The scores differ a lot from last year. This is possible because the group that evaluated last year was small and they filled their forms have only recently. Their judgement may be diluted.

Van der Hoeven is al little bit disappointed about Dynamical Systems and Human Factors. Last year the CreaTe group for Human factors was small and they took the Ergonomics course together with the IO-students. This year the course has been especially made for CreaTe-students.

A remark is made about Sketching for CreaTe. Maybe digital drawing can be added. If added a tablet is necessary and not every student has one and it also not compulsory.

The other form (first year evaluation) is made by Van der Hoeven. The committee thinks that in general this form is good and is a useful addition to the other forms. It aims at a helicopter view. But the committee advices to reconsider the questions on the form. Moreover, it should be anonymous.

## 6. Planning 2011-2012

Van der Hoeven explains that he is not satisfied with the CreaTe programme. The goals are clear and the quality of courses is generally good. But the whole structure is difficult to manage. It is difficult to make the schedules fitting. He would prefer to have clear 10 week blocks with 5 EC courses.

This will be further discussed in the next meeting.

In the same meeting the committee will look at the proposed and necessary changes for HMI

## 7. "langstudeerders"

This is an issue for HMI. Van der Hoeven explains the measurements that the government wants to take. Within HMI there are about 20 students who study longer than the nominal time plus 1 year. Those students can get problems. Most of them have 90 EC or more and maybe they are busy with their thesis. Some of them haven't got any grades after 2007 or 2008 and it is possible that they have a job. In next meeting it will be discussed if it is possible how to take measurements.

## 8. Questions

If you enroll as an "extraneus" does it count as a year of study? For now it is not known if this is possible or advantageous.

In future it will be impossible for students to participate in bachelor's and master's programmes simultaneously ("verweven studeren", to study interwoven programmes). There will be a "harde knip".

It is decided that Van Dijk will be the chairman of the OLC and T. Visser the vice-chairman. The minutes and agenda will be spreaded digital and in paper.

## 9. End

At 12.40 Van Dijk closes the meeting.

## Action

1. finding 2 students more who want to join the committee.	Done	Richter and Mulder
2. choosing a chairman of the committee	Done	Poel and Salm
3. making a monthly meeting schedule suggested at the end of each month	Done	Spikker
4. planning 2011/2012 on the agenda of February		Spikker
5. "langstudeerders" on the agenda of March		Spikker
6. preliminary consultation necessary? On the agenda of February		Spikker