

DATE

18 October 2017

OUR REFERENCE

EWI17/BOZ/5746/LvdP

## Minutes 142<sup>nd</sup> PC-AM (OLC-TW)-meeting Tuesday 3 October 2017, 15:45 hrs.

5 *present:* Hil Meijer (chairman), Peter Dickinson, Gjerrit Meinsma, Judith Timmer, Dieuwertje Alblas, Femke Boelens, Douwe Hut, Lotte Weedage, Mariya Karlashchuk (educational officer Abacus), Jitske Rijken (B-coordinator), Marloes van Grinsven (M-coordinator) and Lennard van der Putten (writing minutes)

10 *absent with notice:* Jan Willem Polderman (PD)

### 1. Opening

The chairman opens the meeting at 15:46 hrs.

15 The chairman asks if the meetings should be held in English instead of Dutch from now on. The majority of the PC members thinks that it is easier to discuss in Dutch, so the main language of the meetings remains Dutch. All documents (including the minutes) will be in English, since AM is an international programme.

20 There have been some mutations in the formation of the PC. Dickinson is the new staff member, since Marc Uetz has resigned from the PC. Hut and Boelens are new student members of the PC and Karlashchuk attends the meetings on behalf of Abacus.

### 2. Minutes 141<sup>st</sup> meeting 6 June 2017

- *Textual corrections:*

The minutes are approved without textual corrections.

- *In response to the points raised in the minutes:*

25 p. 1, l. 18-20: Weedage would like to see in the agenda the goals of the agenda items (e.g. for notification or for approval and what exactly needs to be decided). This is convenient when preparing the meeting. The chairman will add this information on next meeting's agenda.

30 p. 2, l. 61: Meinsma mentions that there were 66 presubscriptions, but a large group of them did not start the AM programme. Especially the number of international students turned out lower than expected. The B-coordinator clarifies that 52 students have started the bachelor AM, of which 9 international students, but two students have quit their studies already in September. These numbers include double degree students. The low number of international students causes some difficulties for a few courses.

- *Actions:*

35 239: The new course description has been sent, however the PC has not seen the text yet.

Therefore, the M-coordinator will send the new text again. Action remains on the list.

240: Not done yet, action remains on the list.

248: Done, will be discussed at agenda item 6. Action can be removed from the list.

40 252: The B-coordinator mentions that 2 students used the compensation regulation in the academic year 2014-2015, 7 students in 2015-2016 and 9 or 10 students in 2016-2017. The increase can be explained, since TOM exists since the year 2014-2015 and therefore only first year students used the compensation regulation in 2014-2015. The year after, both second and first year students used the regulation, etcetera. Action can be removed from the list.

253, 254, 255 and 256: done, to be removed from the list.

45 - *Advices and correspondence:*

### 3. Announcements

50 In the first set of documents for today's meeting, all letters of appointment for the PC members were included. These letters have been replaced by a list with the mutations in the formation of the PC, which seemed more relevant than including all individual letters.

A manual has been written for uploading an Excel-file with grades to the Grade Center in Blackboard. This needs to be communicated to all staff members. **[action M-coordinator / PD]**

55 The chairman announces that there is a workshop for PC-members on Wednesday 11 October in Utrecht.

On Monday 16 October, there is an information session on quality assurance within the faculty EEMCS. Meinsma thought this was only for members of the exam committee. The chairman says that also members of the PC are invited. Karlashchuk adds that there will be workshops during this session, but the exact content is yet unknown.

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#### 4. B-AM TER 2017-2018 validity partial results

65 The PC thinks that the e-mail of the PD covers everything. For all modules of the bachelor AM, except module 5, can be defended that the content of the module is coherent. The coherence of module 5 cannot be argued, therefore the partial results in module 5 are currently valid for one year. However, the upcoming modification of the Law on Higher Education demands that partial results are valid indefinitely. The modified article 3.6 in the TER will retroactively come into effect per 1 September 2017. The chairman will write a positive advice on the adapted text of article 3.6 of the TER. **[action Chairman]**

#### 70 5. Bachelor assignment and reflections in semester 1

75 Timmer, who is the coordinator of modules 11 and 12, mentions that some students would like to execute their graduation phase during the first semester instead of the second semester, due to study delay. Since the programme feels that there should be a possibility for it, Fokko Jan Dijksterhuis has set up a self-study variant of the Reflection-part of the graduation phase. There are also video lectures available and the lecturer is willing to give feedback to the students who take this self-study variant. Since the students in the first semester need to get the same amount of time as the students who execute their graduation phase in the second semester, the starting time of the graduation phase depends on the number of other courses followed during the bachelor assignment. Also in the first semester, the bachelor assignment will be concluded with a bachelor conference in January.

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The PC thinks that this is a good solution, despite that a lot of the interaction is being omitted. The chairman notices that students who do not follow any courses besides the bachelor assignment can start in late November, since the bachelor conference is in late January. What will he/she do during the three months between the summer holidays and the start of the assignment? Timmer says that he/she can start by writing a plan and do some preparation for the assignment, only the guidance by the supervisor will start in November. Meinsma notices that in this case, the student can do quite a lot for his bachelor assignment before he officially starts, which is a bit unfair towards the students who do follow courses in the first quartile. Weedage and Alblas mention that they never realized that this construction may be unfair for some students.

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90 Since every student's situation is different, it is difficult to make a proper construction which is fair for everyone. The PC decides to accept the bachelor assignment in the first semester in the current form as an experiment which should be evaluated afterwards. Next year, this new construction will be included in the TER. The chairman will write a positive advice, with the remark that there has to be an evaluation in February.

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#### 6. Evaluation/findings introduction Osiris Teacher module

100 The chairman says that the pilot for the Osiris Teacher module has ended. The status quo will remain until several technical problems have been solved and policies have been clarified. Meanwhile for AM there are two options; either the examiner submits the grades to CES or the OSIRIS Teacher module is used. It would be good if the possibilities of submitting grades in Osiris and to CES are communicated towards staff. The M-coordinator will request the PD to inform the staff. **[action M-coordinator]**

#### 7. Evaluations

105 - *Module 2 2016-2017 panel discussion 2 (moved from 25 April 2017):*

110 Linear Optimisation remains a difficult issue. Weedage mentions that Jasper de Jong took over the course and will make lecture notes this year. The students knew which tests they had at which time. Boelens says that the difficulty level of the exam differed a lot from the practice exams. The chairman will retrieve whether something has been done regarding last time's remarks. **[action Chairman]**

- *Module 3 2016-2017 panel discussion 1 (moved from 25 April 2017):*

Weedage asks if something has been done about students not taking the collaboration seriously. Timmer responds that the teachers will think about it. She does not know why the groups are formed by the programme, since last year's group layout was quite unfortunate. This was caused by the fact that the B-coordinator was new and she did not discuss the group layout with the study advisor. Lilian Spijker needs to be involved, since she knows if there are issues with some students and which students are likely to quit their studies. The B-coordinator will discuss the group layout for this year's module 3 with Lilian Spijker. **[action B-coordinator]**

- *Module 6 2016-2017 panel discussion 2 (moved from 25 April 2017):*

There are no remarks on this panel discussion.

- *Module 7 2016-2017 panel discussion 1 (moved from 25 April 2017):*

Meinsma asks if students need more Python-practicals. Alblas responds that they do, since there is expected a lot from the students in a short period. Students need a more step-by-step instruction on Python. The chairman checks with Alblas that the student-assistant is a student Computer Science. It seems practical to place an (additional) student-assistant from AM, since they know which difficulties the math-students encounter.

- *Module 11 2016-2017 panel discussion 1 (moved from 25 April 2017):*

The chairman notices that there are no complaints about the material of RSF anymore.

- *Module 4 2016-2017 panel discussion 2:*

Alblas asks what is going to happen with the module, since AP has retracted from module 4. The chairman responds that the module will be given twice this year, but the first year's programme needs to be redesigned for next year. The preparation will take a lot of time, so there needs to be a draft scheme around February. Meinsma mentions that the retraction of AP has a big influence on the project, but this year is a transition situation. The chairman will inquire for the future plans for modules 3 and 4. **[action Chairman]**

- *Module 5 2017-2018 panel discussion 1:*

The lecture notes of Statistics are still a bit chaotic, but it is much better than last year. There has been improvement.

## 8. Mastermath course evaluations and minutes

There are a lot of evaluations. The chairman says that the PC needs to fill in an advice form for each course. This does not seem necessary, since there are no remarks about most courses. We will only send feedback if there are remarks on the courses.

Meinsma notices that the exams often take too long.

For the mandatory master course Continuous Optimisation, students remark that there is a lot of overlap with the elective bachelor course Mathematical Optimisation. Dickinson adds that the overlap is approximately 40% to 50%, which is substantial. He will investigate how much CO exactly overlaps with MO. **[action Dickinson]**

The exam schedule is published quite late, which is a recurring problem. Dickinson mentions that also the teachers are informed very late about the exam dates. Hut says that it has improved this year and that the exam schedule was published before the courses started.

Dickinson mentions that this year video lectures are being recorded.

The chairman notices that the number of subscriptions for the courses is significantly higher than the number of students that attends the exam. Hut adds that this is caused by the fact that the detailed course information only becomes available when you subscribe for the course.

Hut will go to the meeting on 13 October on behalf of the UT students.

The chairman will write an e-mail to Mastermath about recommending video lectures and that there are no further advices on the courses. **[action Chairman]**

## 9. Other points brought up by the meeting attendees

There are no other points brought up by the meeting attendees.

## 10. Questions

Rijken announces that this is her last meeting, since Stefanie Kraanen will return soon.

## 11. Closure

The meeting closes at 17:13 hrs.

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## Actions

Nr	Description	Meeting	Responsible
239	Ask Maarten Korsten whether the course description of the Traineeship has changed and if the new text can be sent to the OLC	17/1/2017	M-coordinator
240	Discuss the feedback instruction for students with the concerned coordinators	17/1/2017	B-coordinator
257	Communicate the instructions for uploading grades into Grade Center(Blackboard) to the staff	3/10/2017	M-coordinator / PD
258	Write a positive advice on the adapted text of article 3.6 of the TER concerning the validity of (partial) grades	3/10/2017	Chairman
259	Write an advice on the bachelor assignment in the first semester. The OLC accepts it in the current form, but wishes that it will be evaluated in February	3/10/2017	Chairman
260	Request the PD to inform the staff about possibilities for submitting grades to Osiris (in response to the Osiris Docent pilot)	3/10/2017	M-coordinator
261	Retrieve whether there has been done something with last time's remarks of the OLC on Linear Optimisation	3/10/2017	Chairman
262	Discuss the group layout of module 3 with Lilian Spijker	3/10/2017	B-coordinator
263	Inquire for future plans for modules 3 and 4, now AP has retracted from module 4	3/10/2017	Chairman
264	Investigate how much Continuous Optimisation overlaps with Mathematical Optimisation	3/10/2017	Dickinson
265	Write an e-mail to Mastermath about recommending video lectures and that there are no further advices on the courses	3/10/2017	Chairman

## Advices and correspondence

Nr	Description

## Points of attention

Nr	Description

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