

DATE

2 October 2018

OUR REFERENCE

EWI18/BOZ/7581/LvdP

## Minutes 148<sup>th</sup> PC-AM (OLC-TW)-meeting Tuesday 19 June 2018, 15:45 hrs.

- 5 *present:* Hil Meijer (chairman), Peter Dickinson, Gjerrit Meinsma, Judith Timmer (until 17:10 hrs.), Dieuwertje Alblas, Douwe Hut, Lotte Weedage, Jan Willem Polderman (PD), Yael Veenstra-Konzizky (B-coordinator), Marloes van Grinsven (M-coordinator) and Lennard van der Putten (writing minutes)
- 10 *absent with notice:* Femke Boelens
- 10 **1. Opening**  
The chairman opens the meeting at 15:47 hrs.  
The chairman announces that unfortunately there are no documents of modules 1 to 4 available for agenda item 5.
- 15 **2. Minutes 147<sup>th</sup> meeting 29 May 2018**  
*- Textual corrections:*  
p. 2, l. 60: The chairman says that he has made a remark at this point on splitting the discussion of the module descriptions and the TER. Van der Putten will check the recording of the previous meeting **[action Van der Putten]**. Since this is a nontrivial remark, the minutes cannot be approved yet.  
*- In response to the points raised in the minutes:*  
*- Actions:*  
284: The PD has received an e-mail from Petri de Willigen where she explains why the literature class in module 11 has been cancelled. She was not aware of the class, since she normally receives an invite from the module coordinator. It should not have happened and the PD emphasises that she needs to look in her timetable, since the class is mentioned there. To be removed from the list.  
285: Done, to be removed from the list.  
288: The chairman and the B-coordinator discussed it with the key user. To be removed from the list.  
289: The chairman has written the advice, but made a mistake. To be removed from the list.  
290: The chairman has written the advice and the PC had time to read it through. To be removed from the list.  
291: The B-coordinator has put the correct table in the TER, but has not sent it to the PC yet. Action remains on the list.
- 35 **3. Advices/correspondence**  
*- Advice Bachelor TER:*  
The chairman has made a mistake in the advice, since it should mention that the PC also wants to see the module descriptions of modules 1 to 5. The PD adds that he also made a mistake in the previous meeting as he thought that only the description of the Prooflab was requested. The PD will make sure that the new module descriptions are available in the first meeting of next year **[action PD]**. The chairman mentions that there probably will not be significant comments on the descriptions, so it is not that bad that the module descriptions are not approved before the TER will be approved on 6 July.  
*- Advice Master TER:*  
Item 3: The chairman mentions that there is some inconsistency in the documents on when the Deep Learning course will be taught, in quartile 1B or 2A. The M-coordinator asked the teacher and says that it will be taught in 1B.  
Item 1: Meinsma mentions that the rescheduling of Optimal Control in quartile 1B is not ideal for Electrical Engineering and Systems & Control students. The PD says that it could be shifted to 1A, but then quartile 1A would be too full.  
Final paragraph: The chairman notices that descriptions of AQM and SMiPL have not been added.

55 Furthermore, the PC has received a different version than the final version written by the teacher.  
The M-coordinator will provide the new versions of the descriptions for next meeting [**action M-coordinator**].

#### 4. Announcements

60 Dickinson announces that this is his final PC meeting. Hut announces that this is also his final meeting to make room for a new bachelor student. The chairman thanks both of them for their contributions.

#### 5. New course descriptions Modules 1-5

65 The chairman says that there is a new description of module 5, but the changes in this module will not take effect until the academic year 2019-2020. The PD says that the contents of the project will be linked to the Statistics course more intensively. Meinsma notices that in the goal of the module item 9 has been deleted, while its content is still mentioned in the Contents part. Timmer adds that the description refers to the Probability Theory course in module 3 and recommends to only refer to the name of the course rather than the number of the module. Regarding these minor comments, 70 the chairman will write a positive advice on the description of module 5 [**action Chairman**].

#### 6. New course description Scientific Computing

75 The PD mentions that Kathrin Smetana and Marc Uetz have made a plan to make the Scientific Computing course interesting for both SACS and OR students. Meinsma mentions that "B-TW" should be replaced by "B-AM" and that "M3" should be replaced by "M4". The PD says that we should be careful with referring to bachelor modules due to students coming from other universities, since they might think that they need to follow an additional course. The chairman says that it should be formulated more precise and in more general terms.

80 Learning goals: The chairman says that item 7 ("expected to explain") is a bit vaguely formulated. The PD says that it should be formulated differently, since we want students to be able to do things rather than to explain them. Also all mentions of "should be" should be replaced by "is able".

The chairman says that the listed learning goals are actually teaching goals. Taking into account the above remarks, the chairman will write a positive advice [**action Chairman**].

85

#### 7. New course Deep Learning (for your information)

90 The chairman clarifies that the course description of Deep Learning is a part of the advice, but was not contained in the documents earlier. Meinsma asks if the students need to use Matlab and Python or only one of them, since the learning goals mentions "Python and Matlab" and the entry requirements mention "Matlab or Python". The chairman thinks that the content description of the course reads like a description of a research topic. Also the description says that the course is taught in quartile 2A, where it should be 1B. Meinsma notices that there will be used digital course materials and hopes that these are legal versions. Weedage confirms that these are legally available.

95 Meinsma says that the course has in principle an oral exam instead of a written exam, except when the group is too large. The threshold when a group is too large is a bit vague. The chairman says that it should be mentioned in the assessment, since an exam needs to be scheduled well in advance. The M-coordinator says that the TER mentions that the way of examination cannot be changed during the quartile, so it is necessary to know whether the exam will be oral or written 100 before the course starts. The chairman notices that 60% of the final grade is based on the oral exam and thinks that this is too much.

The chairman will write a positive advice on the course description of Deep Learning with the above comments taken into account [**action Chairman**].

#### 105 8. Bachelor Assignment

- *Report Bachelor Assignment in the first semester:*

110 The chairman clarifies that this year was a pilot. The PD think that this will now be a regular possibility for all students, however it is not ideal due to complications with the Reflection-part. Timmer adds that the Reflection-part is offered by self-study using video lectures and there is guidance by the teacher. Timmer expects about four students to do their bachelor assignment in

the first semester next year. The chairman asks if these students are admitted automatically. Timmer says that they need to ask permission to her and that the elective courses in module 11 and CFT need to be completed before starting the bachelor assignment in the first semester. Also there needs to be a valid reason why the student could not do the bachelor assignment in the second semester. The chairman suggests to extend the pilot by one year to see if it can be a regular possibility for all students. The chairman will write an advice to extend the pilot and to come up with a final proposal **[action Chairman]**.

- *Rules for Bachelor Assignments with two students:*

Timmer explains that this year there were three assignments with two students each, but it was not clear for the students what they need to deliver as a final product. Some assignments come from companies and these companies would like to see only one report, while the university wants each student to have his own report. It should be stated in the description of the bachelor assignment what is expected from the students, so the proposal is to add the two rules stated in the document. The PC agrees with both rules, so the chairman will write a positive advice **[action Chairman]**. Timmer adds that these rules should also be stated in the e-mail to the staff in which assignments are asked.

## 9. Mastermath minutes OC meeting 13 April 2018

The minutes are acknowledged by the PC.

## 10. Evaluations

- *Module 3 2017-2018 panel evaluation 2:*

Meinsma thinks it is sad that students do not see the added value of the collaboration classes. Timmer says that this is strange, since students complain in module 7 about the collaboration that is not going well. Next year the content of module 3 is shifted to module 4, however it would be desirable to keep the collaboration classes in the third module. Timmer and the B-coordinator will inquire if there is a feasible solution to keep the collaboration classes in module 3 **[action Timmer + B-coordinator]**.

- *Module 4 2017-2018 panel discussion 1:*

Weedage is glad that the PC's remarks on the group compositions last year have been complied with.

- *Module 7 2017-2018 panel discussion 2:*

The bonus assignments will be counted differently next year.

- *Module 8 2017-2018 panel discussion 1:*

Hut mentions that the module is a collaboration with IEM and they have not settled completely with talking English in class. Weedage says that it needs to be communicated with teachers of IEM to talk English in class instead of Dutch. Furthermore, this is the third year in a row that students complain about the book of Stochastic Models that it is expensive and only a few chapters are used. Students would rather use a reader. Perhaps copies of the used chapters can be made available so students do not need to buy the book. The PD will ask the module-coordinator about these two issues **[action PD]**.

- *Module 11 2017-2018 panel discussion 2:*

Meinsma asks if the problems of the exam of PDE have been resolved properly. Alblas confirms that it has been fixed. Hut mentions that there is a rule that there needs to be a representative practice exam with answers available. The chairman will point this out to the teacher of RSF **[action Chairman]**.

- *Module 12 2017-2018 panel discussion 1:*

Weedage says that the scheduled unsupervised self-study hours for the bachelor assignment are unnecessary, since students work more than two hours consecutively on their assignment and they like to schedule their own time to work on it. Timmer will take these unsupervised self-study hours out of the schedule **[action Timmer]**.

Weedage says that the class on writing a scientific article has been cancelled. The B-coordinator will inquire why this happened **[action B-coordinator]**.

## 11. Any other business

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

## 12. Questions

There are no questions.

170

## 13. Closure

The meeting closes at 17:24 hrs.

## Actions

Nr	Description	Meeting	Responsible
291	Make sure the correct table for the double program AM/AP is stated in the TER and provide that info to the PC	29/5/2018	B-coordinator
292	Check the recording of the 147 <sup>th</sup> PC-AM meeting for the missing remark on splitting the discussion about the module descriptions and the TER	19/6/2018	Van der Putten
293	Make sure the new module descriptions of modules 1 to 5 (as to be entered into Osiris) are available at the next meeting	19/6/2018	PD
294	Provide new versions of the course descriptions of AQM and SMiPL	19/6/2018	M-coordinator
295	Write a positive advice on the course description of module 5	19/6/2018	Chairman
296	Write a positive advice on the course description of Scientific Computing	19/6/2018	Chairman
297	Write a positive advice on the Deep Learning course and inquire if the students need to use Matlab and Python or only one of them. The advice should remark that the course description should not read as a research topic and that the course is taught in quartile 1B instead of 2A. Also there needs to be transparency on whether the exam will be oral or written	19/6/2018	Chairman
298	Write an advice on extending the pilot of the bachelor assignment in the first semester and ask for a final proposal	19/6/2018	Chairman
299	Write a positive advice on the rules for doing a bachelor assignment with two students	19/6/2018	Chairman
300	Inquire if it is feasible to move the Collaboration classes to (the new) module 3	19/6/2018	Timmer + B-coordinator
301	Ask the coordinator of module 8 why students need to buy an expensive book for Stochastic Models that is hardly used and discuss that teachers need to talk English in class	19/6/2018	PD
302	Point out to the teacher of RSF that students are entitled to have a practice exam with answers available	19/6/2018	Chairman
303	Remove the unsupervised self-study hours for the bachelor assignment from the schedule	19/6/2018	Timmer
304	Inquire why the class on writing a scientific article for the bachelor assignment has been cancelled	19/6/2018	B-coordinator

175

## Advices and correspondence

Nr	Description

## Points of attention

Nr	Description