

DATE

24 February 2020

OUR REFERENCE

EWI19/BOZ/8800/GR

**Minutes**  
**157<sup>th</sup> PC-AM (OLC-TW)-meeting**  
**Tuesday 19 November 2019, 15:45**  
**Ravelijn 3411**

5 *present: : Hil Meijer, Jan Willem Polderman (PD), Gjerrit Meinsma, Aleida Braaksma, Bodo Manthey, Lotte Weedage, Sem Geerts, Lavinia Lanting and Ginnie Renz (writing minutes).*  
*Absent with notice: Judith Timmer (B-coordinator)*

10 **1. Opening**

The chairman opens the meeting at 15:45.

**2. Training PC-AM Preparation; with guest from CELT H. van den Berg**

Hans van den Berg is an experienced programme committee trainer. Van den Berg was given notes from the previous meeting with ideas. He is going to talk about what is the position of the PC and where does the committee stand, Dutch law, tasks of a member committee and where does a member stand. He is going to lead a workshop for the programme committee. Specific things for AM-PC: difference between advise and consent, also a case for a new course.

Hans van den Berg asks whether we actually want this type of a case. The chairman points that this is a good idea.

Weedage says she likes the idea of the workshop, but she would also like to see how to evaluate whether course is good or not.

The Chairman will send a case to the Hans van den Berg. **[AP]**

Geerts says that as he mentioned before it is hard for him to read the official documents and would like this to be included in the workshop.

Hans van den Berg made a booklet for a programme committee, he is going to send it to the committee members. He wants each committee member to read it before the workshop. **[AP]**

A doodle to decide when the workshop is happening, is going to be made. **[Chairman AP]**

Hans van den Berg says the first workshop should take around 3 hours.

Hans van den Berg is leaving at 16:00.

30 **3. Minutes:**

**- 155th meeting 1 October 2019**

Line 36: change stuff to staff;

Line 42: a semi column to be removed;

Line 64: the can be removed;

35 Line 69: agenda 7 can be removed;

Line 71-75: has to be rephrased: they have been corrected and the PC acknowledges it;

Line 77: a good mathematica course;

Line 82: having an introduction;

40 Line 90: (ii) should be changed to b. The chairman asks how to make sure that this is changed, since AP students don't complain about.

Talk to someone from analytical programming course about making changes. **[AP PD]**

Line 116: consisting of;

45 Line 138: point out;

Line 142: report should be changed to policy;

Line 143: not equal should be changed to unequal;

Line 146-147: to be removed, Lanting sees the difference;

50 Line 155: change the Python to Python, replace introducing Python with current introduction to Python;

Line 179: change approve to discuss;

Line 185: the educational audit;

Line 186: were assessed;  
Line 189: remove a coma after out.

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## - 156th meeting 28 October 2019

Line 6: double column; form change to from;  
Line 25: advice;  
Line 35: it says three points of discussion, there is only one mentioned;  
Line 36: talked replaced by discussed;  
Line 40: not pleasure;  
Line 54: without the;  
Line 81: from instead of form;  
Line 86: about the organisation;  
Line 87: half of the votes;  
Line 88: the vote of the chairman;

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Action points:  
335: keep;  
336: done and to be removed;  
337: on the agenda, to be removed;  
338: not known;  
339: ongoing;  
340: done and to be removed;  
341: keep;  
342: done and to be removed;

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Previously you would have the project group that would split tasks, so that there are two people working on the project and two people working on the research paper. Now the research paper is dropped, so everyone can focus on the project and distribute tasks in a better way.

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343: done and to be removed;  
344: changed and sent to; done and to be removed;  
345: draft on the agenda;  
346: to be removed;

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## 4. Advices / correspondence

### Incoming mail: Invitation lunch session TOM 2.0

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Lanting and Braaksma can come. The PC is represented. Chairman asks to share their experience afterwards.

## 5. Announcements

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There is a new proposal for a new course. Programme Director suggests including this in the bachelor electives. It is not going to be covered in detail in this meeting. This course is for Module 11, quartile 3. If there is enough time, it is going to be briefly discussed in AOB. Geerts asks whether it is an already existing elective. The programme director says it is new.

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This is the last meeting when Jan Willem Polderman is the Programme Director.

## 6. Language Code of Conduct

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The draft of this document has been discussed last year. Weedage asks what is the difference this time. A really extensive and constructive advice has been given. The new version is quite similar to the last one. The PD is not enthusiastic about this change.

PC agrees that all classroom conversation should be in English, but outside the classroom, in the break speaking non-English is fine. Manthey means that the thing that is missing in this

110 documents, for him is the awareness that one excludes someone else and would like to see a list that summarizes possible situations.  
Weedage mentions that many students sends emails in Dutch to Dutch teachers, since they're not told to do that in English.

115 Chairman is going to write advice about the document. Chairman is going to say that the PC is disappointed that its previous advice has been completely neglected and a better document would be the one that describes inclusiveness and make stronger suggestions, there should be no language policy, since if there are professors that do not care it won't be implemented anyway.

120 Manthey would like to see a document that lists that summarizes situations in which one can be exclusive.  
Weedage point that she sometimes doesn't know which language she should speak as a student assistance and she would like this to be specified in this policy.

## 125 **7. Bylaws (huishoudelijk reglement)**

The chairman tried to list what was discussed last meeting.

No one raises any comments.

Article 1: 1.1: should be put above the article 1;  
1.2: capitalising;

130 Article 2: 2.1: ',and indefinitely' - a coma should be removed or it should be rephrased;  
2.2: remove 'to' in 'to which' and which should be changed to who;  
2.3: which should be changed to who;  
2.4: at least should be added;  
2.5: it should be changed to at least 3 working days before the meeting;

135 2.6: -  
2.7: -  
2.8: -

Article 3: 3.1: PD points out that there is no person assigned to do that and that this might be an issue. PD suggests to assign it to the chairman. The chairman says that there is many tasks assign to him. PD hence suggest to make the chairman responsible for that, which doesn't mean he has to do it;  
3.2: Manthey asks why 7 meetings. The chairman explains that 7 meetings is needed. He says last year there were 6 and that was too few meetings;

140 Article 4: 4.1: PD says that this should be changed to public, unless personal matters are discussed;

145 Typo: study association instead of student association;  
4.2: -

150 4.3: capital in article;  
4.4: PD and Geerts suggest to change 'advice' to 'consent'. The chairman suggest this to be changed to 'advice and consent';  
4.5: typo: coma instead of period;

Manthey points out that it explicitly says half votes of the members, while a member can assign a person to vote for the member if one cannot be present and suggests that it should be changed to members and their substitutes;

155 4.6: This should be rephrased. The chairman would prefer to make it explicit that a person that cannot attend the meeting can substitute someone from outside the PC.

Article 5: -

## 160 **8. Handout test analysis mathematics**

### **The PD asks for an advice.**

Geerts asks what is this document about.

The chairman says that after reading the document he got confused with what he actually has to do.

165 PD says that there is test policy and the presented document is part of it. The PD asks whether the document is a proper document, advise. He asks PC whether this is a decent procedure.

The chairman says that there is some information missing. It should be specified what exactly is expected from teachers.

1 is fine, 2 is nice as an example. The document is mostly fine, but it is unclear what exactly is that a teacher is supposed to do.

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**9. Evaluations:**

These are going to be postponed to the next meeting.

- **Module 4 2018-2019 Panel discussion 2**
- **Module 8 2018-2019 Panel discussion 2**
- **Module 12 2018-2019 Panel discussion 2**
- **Module 5 2019-2020 Panel discussion 1**

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**10. Ideas from students for the goal of the “WSV-gelden”**

Considered to be acknowledged.

**11. AOB / Questions before closing the meeting**

The Chairman thanks the PD for the 11 years of him being the PD.

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**12. Closure**

The chairman closes the meeting at 17:23.

## Actions

Nr	Description	Meeting	Responsible
335	Inquire about the skewed workload distribution in the Reflection-course in module 11.	4/6/2019	Chairman
338	To discuss the date of the panel meeting for module 3 so that the module-coordinator can join.	01/10/2019	B-AM coordinator
339	Arrange PC training.	01/10/2019	Chairman
341	To ask module coordinator what has changed in the module 5 description.	01/10/2019	Chairman
347	To send a case to Hans van den Berg.	19/11/2019	Chairman
348	To read the booklet from Hans van den Berg before the workshop.	19/11/2019	Everyone
349	To make a doodle to decide when the workshop is going to be.	19/11/2019	Chairman
350	To talk to someone from analytical programming course about making changes.	19/11/2019	Programme Director

## Advices and correspondence

Nr	Description

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## Points of attention

Nr	Description