UNIVERSITEIT TWENTE.

FACULTY OF ELECTRICAL ENGINEERING, MATHEMATICS AND COMPUTER SCIENCE

Minutes 156th PC-AM (OLC-TW)-meeting
Monday 28th October 2019, 12:45-13:30 hrs.
Ravelijn 1247

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present: Hil Meijer, Gjerrit Meinsma, Aleida Braaksma, Bodo Manthey, Linda ten Klooster, Sem Geerts, Lavinia Lanting and Ginnie Renz (writing minutes).
Absent with notice: Lotte Weedage

10   **1. Opening**
         The Chairman opens the meeting at 12:48 hrs.
         2. Announcements
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         3. Annual Report PC-AM 2018-2019
15   Discussion on the draft. Preferably approved before November 1.

     It is a copy from last year and updated.
     Mistakes/typos:
         page 1
20   1.1: typo: programme;
             1.2: typo: quality;
             2. It says that there were 7 meetings, but there were only 6 meetings; should be BSc instead of BsC;
         Page 2:
             There is some inconsistency with numbers.
25   Meinsma suggests that maybe next year advice number should match numbers in documents;
         Page 3:
             Manthey asks about not asked 146, it says after several years. Furthermore, he asks about 152, it says Bachelor Coordinator.
         4: Meinsma says that in the Master evaluation it says that the Master Course is not really organized and that
30   there is request to do something about it, the Chairman says that the request never reaches the PC. In the report it should say that it is organized, but does not come to the PC.
             History of mathematics: this is actually course for high school teacher, therefore it is not seen as a regular master course hence our comment was not taken into account by the Master-Math.
             The Chairman went through all course evaluations and he listed self-evaluation as a point of discussion.
35   This is going to be discussed with the new Programme Director.
         5: Manthey says there is something wrong with 4th line. This should be fixed. Also in the line 7 aligning is not good.

     The Chairman remarks that writing this document was not pleasure for him, because it shows mistakes he has
40   done, at the same time he says that it shows where to improve. Geerts asks whether advises are the only thing we mention in the annual report. The chairman explains that what is meant by 'advises and recommendations' is "strong" advise, consent. These should be followed.

     AP Chairman: to fix the mistakes in the annual report

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     4. Bylaws
         We do not have Bylaws (Huishoudelijk Reglement) and we need to draft and approve one. A mail concerning some internal UT-discussion is attached, as well as two examples, one national and one from TCS

50   This document has to be written. A draft has to be done.
     Things that committee members would like to include from the concept:
     §1: Artikel 1: seems standard, should be included;

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§2: Artikel 2: Meinsma comments on point 1 that is nice and that he likes it; the Chairman comments that the point 2 is good, because it mentions vice-chairman, which committee does not have at the moment and members agree that it is useful to have, when asked who would like to be the vice chair, Meinsma volunteers

Artikel 3: hence this article is also useful;

Artikel 4: PC-CS has something similar, but for our committee it is not useful, since we meet together and work together, committee agrees that we should leave it without having subcommittees.

§3: Artikel 5: Meinsma comments that this article makes sense and that it is good to have scheduled what is going to be discussed when throughout the year, the Chairman comments that our schedule is rather natural and it is not needed to have it written; it is not needed article instead a general statement about the annual cycle, since I is already known;

Artikel 6: Meinsma comments points 2 and 3 are rather natural. The Chairman says we have fixed day of the meetings on Tuesdays and that documents are usually delivered to the committee members on Friday before, which is 5 days earlier (3 working days). The Chairman says that if there is something that should be on the agenda it should be contacted to him or the registrar and if it is extremely urgent it can be out on the agenda, the Chairman prefers having it notified week in advance.

Artikel 7: committee members agree that this article should not be included;

Artikel 8: it feels natural, committee members agree to include this article;

Artikel 9: committee members agree that this article should not be included;

Artikel 10: this article is about voting. Members agree that this should be included except point 4, since it sounds weird. Computer Science bylaws says that the voting can only happen if at least a half plus one members is present. AM-PC members agree they would prefer to change it to more than half (in case of CS-PC when it consist of 9 members, 5 members is not sufficient for a vote to happen). The option to authorize another member should be included.

Artikel 11: committee members agree that this article should not be included;

Artikel 12: it is agreed that it is needed document, but it is preferred to have it written as it is in the CS-PC document;

§4 and §5: committee members agree that these articles should not be included;

Things that committee members would like to include from the example of PC-CS bylaws:

Article 6, point 5 members find really nice written and would like to have it included. It should explicitly say that if a person takes someone's place for a meeting, automatically that authorized person is also authorized to give vote of a person that authorized her/him.

A discussion about organization of a vote, what is considered a quorum takes place. Everyone agrees that more than half/majority is needed. Half of the votes is not sufficient. In case of a draw it means 'no'. The Chairman says that there exists an option that in case of a draw, the svote of the Chairman is more important, the committee members prefer that this is not the case.

Chairman mentions that annual report should be assigned task and that this should be a task of a chairman.

Geerts asks whether this document is also supposed to say how new members are chosen. It is not. It is already in the faculty rules. Geerts suggests that maybe we should include it in the bylaws.

AP Chairman: based on the discussion a draft of bylaws should be prepared

5. PC-training
CELT can organize a training for us, but what do WE want?

A training can be organized for PC-AM. It can be prepared specifically for us. Going through our tasks is not useful enough. Lanting says that it would be nice to be shown how committee members can best cooperate with management. Manthey suggest that it would be nice to be shown some legal background of how the committee works, difference between 'advise' and 'instaming'. Geerts also suggests that it would be nice to be shown how to deal with official documents, how to read them.

Chairman suggests to make a case that a new course comes up and the committee members disagree about the learning goal. How do we deal with that, how do we organize ourselves and how do we deal with such a thing.

Lanting leaves at 13:46

6. AOB / Questions before closing the meeting
Language policy document needs to be read.

AP: to read 12th march minutes and advise about the language policy (advise 149).

7. Closure

115 Chairman closes the meetings at 13:51.

Actions

Nr	Description	Meeting	Responsible
344	To fix mistakes in the annual report.	28/10/2019	Chairman
345	A draft of bylaws should be prepared.	28/10/2019	Chairman
346	To read 12th March minutes and advise about language policy.	28/10/2019	Everyone

Advices and correspondence

Nr	Description

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Points of attention

Nr	Description