

DATE

21 March 2017

OUR REFERENCE

EWI17/BOZ/5746/LvdP

**minutes**  
**138<sup>th</sup> OLC-TW-meeting**  
**Tuesday 17 January 2017, 15:45 hrs.**

5 *present:* Hil Meijer (chairman), Gjerrit Meinsma, Peter Dickinson (temporarily replaces Marc Uetz), Lotte Weedage, Jelle Neeft, Hidde Wieringa, Dieuwertje Alblas, Steven Horstink (educational officer Abacus), Jan Willem Polderman (PD), Stefanie Kraanen (B-coordinator), Marloes van Grinsven (M-coordinator) and Lennard van der Putten (writing minutes)

10 *absent with notice:* Judith Timmer, Marc Uetz

**1. Opening and election new chairman**

Meijer opens the meeting at 15:46 hrs.

15 Meinsma has written a document with a proposal for the Osiris text on the final project. This will be discussed at agenda item 7.

Meijer has done research on the procedure of electing a new chairman for the OLC. He states that the members of the OLC have to elect the new chairman and that the dean appoints the new chairman and discharges the former chairwoman. Since Meijer is the only candidate for the function, he is chosen as new chairman of the OLC. The PD will write an advice to the dean on appointing Meijer as the new chairman. **[action PD]**

**2. Minutes 137<sup>th</sup> meeting 15 November 2016**

- *Textual corrections:*

25 Weedage asks if there is a policy on using British English or American English in the documents of the OLC. The M-coordinator mentions that the UT strives to use Oxford English in their documents, however complying to this directive often fails. The majority of the OLC members prefer to use British English, so the minutes writer will endeavour to write the minutes in British English from now on.

p. 1, r. 49: 'practical' will be replaced by 'practical'.

p. 2, r. 27: 'been discussed' will be replaced by 'been discussed by the chairwoman'.

30 With these corrections, the minutes are approved.

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

Neeft asks if there are any developments on the UT/UGM double degree. The PD has worked on it and removed any inconsistencies from the document. On January 18, the deans of both universities will sign the agreement on the UT/UGM double degree.

35 - *Actions:*

204: the chairman explains that module coordinators often don't know what influence the compensation rule has for their module. The PD notices that the details of the rule can be found in the OER and that the module coordinators should be aware of the details. Since this was going on in modules 4 and 5 and the problems have been solved in the meantime, the action point will be removed from the list.

40 222: Meinsma has worked out the Osiris text of the final project, this will be discussed at agenda item 7. Meinsma mentions that he has not worked out the text of the traineeship, since the Osiris text has been changed in the meantime. Meinsma wonders if that is permitted, since the new text hasn't been checked by the OLC. The PD notices that it is possible that the text has been edited in September, but every alteration in the Osiris text has to be checked by the OLC. Meinsma will ask Maarten Koster if the Osiris text on the traineeship has been changed and if so, that the revised text can be sent to the OLC **[action Meinsma]**. Action remains on the list.

223, 229, 235, 237: done, to be removed from the list.

50 225: the PD has contacted the module coordinator, but hasn't received an answer yet. Action remains on the list.

233: Meijer awaits the input of the students on this subject. Weedage mentions she is working on it. Action remains on the list.

234: done, to be removed from the list. A reaction on the bottleneck issues is to be expected in the

next meeting. The PD asks whether he should get a copy of the mail. The issues will be included in the evaluation of module 5.

236: the B-coordinator mentions that there doesn't exist a list of replacing math courses for minors, but that each case is regarded individually by the concerned module coordinator. Weedage says that several minors contain the course Math B or D, for which a replacing course has to be found. Students feel that they are being sent from pillar to post and they would like certainty at the beginning of the module on which courses they have to follow. The B-coordinator will contact the minor coordinator to make this a point of concern during the minor market. Action will be removed from the list.

- *Advices and correspondence:*

The PD doesn't entirely agree with the advice on the feedback training, since there is a workshop during the first year on giving and receiving feedback. Alblas mentions that the students don't take this workshop very seriously, since they have to give feedback on fictional projects and situations. Also, the workshop is in the third module, while it would be more effective if the workshop would be given earlier in the first year. Meinsma thinks that the workshop also would be more effective if the students have to give and receive feedback on real projects instead of fictional situations. The chairman suggests that the workshop should move to the first module and that the feedback should be on real projects. The B-coordinator will discuss the mentioned remarks with the concerned module-coordinators. **[action B-coordinator]**

### 3. Announcements

Judith Timmer will be the new staff member of the OLC, since Nelly Litvak has resigned from the OLC. The PD has asked the dean to appoint Timmer as member of the OLC and discharge Litvak from the OLC.

The M-coordinator announces that the National Student Enquiry has been opened.

The B-coordinator announces that there are currently 23 pre-applications for the bachelor AM against 13 at the same moment in 2016. There are many international students from many countries. Weedage notices that there are very few Dutch pre-applications. This is because their deadline is on May 1<sup>st</sup>, so they don't apply this early.

### 4. Evaluations

The chairman notices that these are the panel evaluations, not the evaluations of the module teams and wonders if the OLC should also receive the module evaluations. The chairman will ask Mirande van der Kooij if she receives the module evaluations and if not, ask the module coordinators if they would send the module evaluations to the OLC.

Weedage and Alblas notice that there are many spelling mistakes in the panel evaluations.

- *Module 1 2016-2017 panel evaluation 2:*

The chairman remarks that the module went well. There are no remarks on the evaluation.

- *Module 2 2016-2017 panel evaluation 1:*

The evaluation has to be dated on 29-11-2016 instead of 29-12-2016. The chairman compliments the module about the smooth transition between Linear Structures I and II. Weedage mentions that the level of the Linear Optimisation book is too high. Also the teacher of the course agrees that the book is too difficult. The chairman will write an advice on searching a new book for Linear Optimisation. **[action Chairman]**

Weedage thinks that the suggestion of moving the material for Math  $\beta$ 2 is useful. The PD mentions that the module is combined with AP, so shifting the topics is difficult.

- *Module 5 2016-2017 panel evaluation 2:*

A reaction on the issues with Mathematical Statistics is to be expected later. There are no further remarks on the evaluation.

- *Module 6 2016-2017 panel evaluation 1:*

Alblas agrees with the suggestion to replace the 45-minute lecture by a 2-hour colstruction. The chairman says that the idea of the 45-minute lecture was to give the students time afterwards to work on the exercises. Weedage thinks the students rather have a teacher or student assistant in the second 45 minutes to ask questions to. It will be taken into account in the next evaluation.

### 5. Invitation: day of the PC

For notification. This day is for the student members of the OLC.

## 6. Appointment for evaluating national collaboration Mastermath

5 The PD announces that people from Mastermath are visiting on February 14<sup>th</sup> and would like to speak with some members of the OLC (two staff members and two students). The chairman will join the meeting and he will search for a second staff member to join, preferably someone who has lectured a Mastermath course. Neeft will join as student delegation, together with Wieringa if possible or else with a different master student.

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

10 Meinsma has written a document with a suggestion for the adapted Osiris text for the final project. He has based the text on the learning goals on the assessment review form. The PD notices that 'mathematics' isn't mentioned anywhere in the texts, despite that the mathematical content is an explicit learning goal. This will be added to the third learning goal. In the sixth learning goal, 'decent English' will be removed, since one of the entry requirements is to have prior knowledge on the English language, so it isn't necessary to mention it here again. Wieringa asks if the oral presentation should be mentioned, but that is contained under 'communicate' in the fifth learning goal. Furthermore, several textual adaptations are mentioned. The only remark on the text under 'Content' is to not mention the period of 28 weeks explicitly. The text under 'Assumed previous knowledge/Prerequisites' should be left empty, since the prerequisites are too complicated to mention on Osiris.

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## 8. Questions

There are no questions.

## 9. Closing

25 The meeting closes at 17:18 hrs.

## Actions

Nr	Description	Meeting	Responsible
222	Vakomschrijvingen Final Project en Traineeship verder uitwerken	7/6/2016	Meinsma
225	Contact opnemen met coördinator van Module 8 ((duur) boek van Winston)	7/6/2016	PD
233	Write a draft advice on publishing study results on Blackboard	15/11/2016	Chairman
238	Write an advice to the dean on appointing Hil Meijer as the new chairman of the OLC	17/1/2017	PD
239	Ask Maarten Koster whether the course description of the Traineeship has changed and if the new text can be sent to the OLC	17/1/2017	Meinsma
240	Discuss the feedback instruction for students with the concerned module-coordinators	17/1/2017	B-coordinator
241	Write an advice on searching a new book for Linear Optimisation	17/1/2017	Chairman

## Advices and correspondence

Nr	Description
110	Quality of the panel evaluation reports (5740)
111	Double degree UT-UGM (5742)

5 **Points of attention**

Nr	Description