

DATE

25 April 2017

OUR REFERENCE

EWI17/BOZ/6012/LvdP

Minutes 139th OLC-TW-meeting Tuesday 14 March 2017, 15:45 hrs.

- 5 *present:* Hil Meijer (chairman), Gjerrit Meinsma, Judith Timmer, Jelle Neeft, Hidde Wieringa, Dieuwertje Alblas (until 16:56 hrs.), Steven Horstink (educational officer Abacus), Jan Willem Polderman (PD), Stefanie Kraanen (B-coordinator), Marloes van Grinsven (M-coordinator), Mariya Karlashchuk (Faculty Council, until 16:38 hrs.) and Lennard van der Putten (writing minutes)
- 10 *absent with notice:* Marc Uetz, Lotte Weedage

1. Opening

- The chairman opens the meeting at 15:48 hrs.
Timmer is welcomed as a new member of the OLC. Karlashchuk is present on behalf of the Faculty Council for the purpose of agenda point 4. A correction on the agenda: at point 2, the minutes of the 138th meeting (17 January 2017) are discussed, not the minutes of the 137th meeting.
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2. Minutes 138th meeting 17 January 2017

- *Textual corrections:*
- 20 p. 2, r. 21: Wieringa thinks that it is unclear where Litvak has resigned from in this sentence. Therefore, "resigned" will be replaced by "resigned from the OLC".
With this correction, the minutes are approved.
- *In response to the points raised in the minutes:*
- 25 p. 1, r. 25: Meinsma asks whether lecture notes should also be written in Oxford English. The PD responds affirmatively.
- *Actions:*
- 222: Meinsma has worked out the course descriptions, but they have not been added to the meeting documents. Therefore, the action remains on the list.
- 30 225: the PD has asked the teacher about the (expensive) book of Winston and this book will be used again this year. However, the book of Law will not be used anymore. Action remains on the list.
- 233, 238 and 241: done, to be removed from the list.
- 239: Maarten Korsten has indeed made textual changes in the course description on Osiris without consulting the OLC first. The M-coordinator will make sure the new text is available next meeting.
- 35 Meinsma recommends to compare the new text with the assessment form as a reference. Action remains on the list, will be transferred to the M-coordinator. **[action M-coordinator]**
- 240: action remains on the list.
- *Advices and correspondence:*
- 40 The chairman mentions that the advice on the grade results is written on behalf of the students and is written with help from students.

3. Announcements

- The PD announces that Applied Physics (AP) has decided to move the course Electricity and Magnetism to the third module instead of the fourth module. AP also have declared that they would like to have the entire math thread (wiskundelijn) in the first three modules. As a consequence, E&M has to move to the third module for AM as well or E&M remains in module 4 for AM and will be given separately from AP. An important disadvantage is that the collaboration with AP in module 4 will be terminated.
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- 50 At this moment, the number of pre-applications is approximately 30 percent higher than at the same time last year. The number of non-EU pre-applications has also increased, however this number can fluctuate quite heavily.
- The chairman mentions that the next meeting has been moved. Instead of 9 May, the next meeting

is on 25 April.

4. Procedure appointing OLC members; by elections?

5 Karlashchuk mentions in response to the mail conversations that the law describes that it is desirable for programme committees to have their members elected, while currently the new OLC members are asked by their predecessors. The Faculty Council likes to create more awareness for the OLC around staff members and students and have set up a pilot. Now the Faculty Council is looking for a programme that would like to try out the pilot.

10 The chairman suggests to split the discussion for acquiring new staff members and new student members. The OLC members think that the current procedure of selecting new OLC (staff) members works very well. By the current procedure, there is a certainty that all research groups are represented in the OLC, which is desirable. However, the OLC agrees that there is a lack of transparency at the moment. A solution is to send an e-mail to the entire staff if there arises a vacancy in the OLC. After that, the OLC nominates one or more candidates and the dean decides who joins the OLC. The OLC thinks that elections are more useful for other programmes, since the OLC-TW does not experience many difficulties when searching for new members.

15 Alblas and Neeft respond positive on trying out the pilot. Wieringa does not agree, since the threshold to join the OLC is far higher by first having to participate in elections. Neeft says that the main goal of the pilot is to have more transparency and maybe elections are not the best way to accomplish that. The PD mentions that elections require a major procedure. In case of a vacancy, there is already being sent an e-mail to all students to apply for the OLC, but afterwards, there is not being announced who has actually joined the OLC.

20 The chairman concludes that there is no majority for participating in the pilot. However, more transparency is desirable. This can be accomplished by sending two e-mails to all staff members as well as to all students: one mail announcing that there is a vacancy for the OLC and one mail afterwards to announce who has joined the OLC. Therefore, the chairman will write an advice to not participate in the pilot of the Faculty Council, but that more transparency is desirable. **[action Chairman]**

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30 5. Reaction teachers in response to the evaluation module 5

The OLC wonders if the teacher of Statistics has enough time to adapt the lecture notes on time, since the deadline is at the beginning of the first quartile. The chairman will ask the teacher whether he has enough time. **[action Chairman]** Meinsma asks if the lecture notes are already in English or if it needs to be translated. There is already an English version of the course material.

35 In response to action 4, Wieringa asks if it is known how the teaching method is going to change. Alblas says that the teacher will work out more examples in class. The evaluation mentions that it is difficult to get a room with enough board space. The PD says that it is possible to indicate some classroom requirements to the timetable makers, but it has to be indicated early.

40 In response to action 5, the chairman notices that there are classes on writing proofs in the Proof Lab in module 2, therefore the action seems a bit strange. The PD says that the proof writing skills need to be developed more throughout the subsequent modules.

45 6. Evaluation committee Mastermath

The chairman, Anton Stoorvogel, Wieringa and Neeft attended the evaluation. Overall, the OLC is content with the quality of the lectures, however it should be better if there is more interaction during the lectures. Otherwise video lecture would suffice and students wouldn't have to travel to Utrecht. Wieringa adds that the travelling time usually isn't very productive for studying and that he thinks that intensive weeks work well for Mastermath courses.

50 7. Evaluations

- Module 1 2016-2017 SEQ:
It is remarkable that international students do not know well how to collaborate in groups. Meinsma says that it differs per student whether they are more social or more individualistic. The PD mentions that the lectures about different cultures are in module 3. Maybe that is too late and should there be (more) classes in the first module on collaborating in groups. The B-coordinator will investigate whether these classes can be fit in module 1. **[action B-coordinator]**

55 - Module 2 2016-2017 SEQ:

- 5 The chairman notices that there are some problems with the timetable of module 2. The PD says that there are some complaints about the combined tests (Analysis/Linear Optimisation). Since there are a lot of tests and a lot of the material is being tested at the same time, students are focussing on passing tests rather than understanding the material. There are ways to prevent this, such as diagnostic tests or "Exercise of the Week" (Som van de Week).
- *Module 5 2016-2017 SEQ:*
Module 5 has already been discussed during agenda item 5.
- *Module 6 2016-2017 SEQ:*
10 The double degree programme with Applied Physics should be adapted, due to the overlap with Numerical Mathematics. Furthermore, something went wrong with the schedule of AP, since there was a master information meeting for AP during an obligatory class. The chairman (also module coordinator) does not know where to go for this kind of schedule problems. Overall, module 6 scores very high on appreciation level, compared to other UT courses.
- 15 The chairman notices that module 11 is not being evaluated at this moment, therefore the elective courses are not being evaluated. The PD says it is desirable to have module 11 evaluated, so the B-coordinator will ask if the evaluation of module 11 is still possible for this year. **[action B-coordinator]**
- 20 **8. Tightening the master Cum Laude regulation**
The M-coordinator likes to have some feedback on the requirement to not do any resits in order to obtain a cum laude diploma. The PD says that this requirement is a bit controversial, but is meant to reward students who perform well, even during a setback. Moreover, for exceptional cases, there can always be made an exception from the requirements by the exam committee. Other
- 25 universities, such as the University of Amsterdam, apply the same rules and it seems to be satisfactory there.
Conclusive, the OLC agrees with the new master Cum Laude regulation.
- 30 **9. Other points brought up by the meeting attendees**
There are no other points brought up by the meeting attendees.
- 10. Questions**
There are no questions.
- 35 **11. Closing**
The meeting closes at 17:28 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
239	Ask Maarten Kosten 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
242	Write an advice on (not) participating in the pilot of the Faculty Council, but more transparency is desirable	14/3/2017	Chairman
243	Ask the teacher of Statistics whether he has enough time to improve the course and its lecture notes	14/3/2017	Chairman
244	Investigate whether introductory group collaboration classes can be fit in module 1	14/3/2017	B-coordinator
245	Ask if module 11 can be evaluated this year	14/3/2017	B-coordinator

Advices and correspondence

Nr	Description
114	Pilot for assembling the members of Educational Committees (5922)

5 Points of attention

Nr	Description