

MINUTES OF THE PROGRAMME COMMITTEE-EE/EMSYS MEETING on 7 February 2017 14.00 hr.

5

Present: Bert Molenkamp- Mark Bentum (OLD)- Andre Kokkeler- Roel Mentink- Lynn Bruins-
Luke Kibet Kipkemoi- Niels Leijen- Vincent Smit- Silvo Jeunink (not)

10 Absent with notice: Wilfred van der Wiel- Ronan van der Zee (vz.)- Loes Segerink
Absent without notice:

1. Opening

15 Molenkamp will be the chairman of today's meeting, since Segerink, van der Wiel and van
der Zee are not able to attend the meeting. Therefore, it is decided to delay the agenda
items, which are not necessary at this time. The agenda points are about the preparation
of the visitatie of the master Embedded Systems. The programme director of Embedded
Systems Kokkeler is present for this meeting.

2. Agenda Visitatie Embedded Systems

20 Last autumn the preparations for the visitatie started, the process is almost the same as
with Electrical Engineering last year. The self-study is written in cooperation with
Eindhoven and Delft, who have a programme with an identical structure. There will be
separate site visits on the 26th of June. The members of the visitatie committee are known,
except for the student member. The goal of today is to review the concept documents for
25 the visitatie.

3. Heraccreditatie master Embedded Systems

30 The student members don't have specific feedback about the structure of the
documents. The self-critical part is well written. Kokkeler mentions that the documents
seem to be the same as at Electrical Engineering, which went well, but the committee at
Embedded Systems is different, which could make a difference in the judgment.
Because it is not a Joint Degree, every education will be judged separately. Where
possible the educations fill in their program structure jointly.

35 Remote lectures still have problems starting up. Mostly, the lectures start later than
scheduled. For remote students it is harder to ask questions, but the possibility is
present and students use it. It is partly the technique and partly how the teacher deals
with it. Some teacher asks the students in every remote lecture room separately,
whether they have any questions, this provides a clear opportunity for the students to
40 ask questions. There are complaints about the technique of remote lectures, these will
be added to the documents

45 The planning looks like the following. The documents, treated at this meeting, are now
also at the examination board for review. Eindhoven and Delft will also comment this
month. An attempt is made to have a version with the comments processed around the
first of March. This version will be send to a multiple of others. On the 12th of June a
pilot visitatie will be held.

4. End of the meeting

50 The meeting is closed by the chairman at 14:22.

Action items

No	Description	From meeting	Responsible
89	SEQ houden voor het vak Modelling and Simulation		OLD
90	Uitkomst gesprek met Breedveld over beoordeling toets doorsturen		OLD
91	Overzicht maken van bonusregelingen in gebruik bij modules		Leijen
92	Controleren in hoeverre Dynamical Systems overlap heeft met het EE curriculum		Leijen

Complete action items

5

No	Description	From meeting	Responsible

10

Points of attention

No	Description	From meeting	Responsible
01	Opleidingsspecifieke deel B/M OER EE en M-OER EMSYS 2017-2018 agenderen	April 2017	OLD EE/EMSYS
02	Updaten OER 2017-2018 - M-OER; CL eruit en opnemen in de R&R	April 2017	Van der Zee
06	Circa februari 2017; docenten vragen eventuele ingrijpende wijzigingen in hun cursus door te geven (ter bespreking in de OLC vergadering). Vragen naar wat belangrijk is voor de OER.	Mei 2017	Key-user

15