UNIVERSITEIT TWENTE.

FACULTEIT ELEKTROTECHNIEK WISKUNDE & INFORMATICA
DATUM

17 april 2018
ONS KENMERK
EWI17/BOZ/7021HM

MINUTES OF THE PROGRAMME COMMITTEE-EE/EMSYS MEETING
17 April 2018 14.00 hr.

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Present:
Roel Mentink – Maarten Bonnema – Cas Doornkamp – Lynn Bruins – Stef van Zanten – Hugo
Masselink – Bert Molenkamp – André Kokkeler (Program Director EMSYS) – Ray Hueting –
10 Anne-johan Annema (Program Director)
Absent with notice:
Loes Segerink
Absent without notice:
Luuk Spreeuwers

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1. Opening
Start of the meeting at 14:02
Molenkamp suggests moving points 8 and 9 regarding the Bachelor OER to the next meeting.
Everyone agrees so the points 8 and 9 are moved to next meeting (08 May)

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2. (Concept) Minutes programme committee 03 April 2018
Menktink mentions that heading 2 says the concept minutes of 06 February where it should say 06
March.

25

In response to the action items:
105, Annema says that the university will pay a substantial amount of the replacement of the
MyDAQ. For students it will become cheaper.
Mentink asks if the university will do this every year because that would cost a lot of money
30 compared to buying the MyDAQs once and lending them to students.
Annema says that if the students buy the MyDAQ they will be more careful with it and the
advantage is that students can do the labs individual and at any location.
Mentink thinks that overall it would be cheaper to buy them once and lend them to the students, in
this case the situation remains that students pay a lot of money for something they will barely use.
35 Annema says that providing a MyDAQ to a group would not work because 25% of the first-year
students drop out in the first module and the organisation of handing out and retrieving MyDAQs
would become too complicated.
Van Zanten wants to mention the 'terugkoopregeling' of the university and why they sell second
hand MyDAQs to students with a profit.
40 Annema was not able to find any information about the 'terugkoopregeling' but he does agree that it
is weird that a profit is made on selling second hand MyDAQs.
Van Zanten would still like to see if it is possible to investigate this further, he is willing to do this
himself but he does not have the influence Annema does.
Annema asks van Zanten if he has any additional information or documents.
45 Van Zanten says that he has a few receipts that he will send to Annema.
Annema says that if he receives the receipts from van Zanten he will look into this.
Van Zanten says that there is also the situation of who buys the MyDAQs because the STORES is
not capable of doing this at this point. If the STORES needs to get a loan this needs to happen
quickly because the vacation is approaching and the process of the University takes a few months.
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Molenkamp concludes that the MyDAQ will become cheaper, Annema will investigate how much MyDAQs are required for the next year. Also, Annema will make sure the university pays the MyDAQs.

5   112, Annema says that he contacted Remco and nothing about the existing courses changes. After September the new name (IDS) will be published on the documents. This action point is concluded.

113, Annema talked with Breedveld and they discussed the comments of the evaluation. This action point is concluded.

10 Mentink has a question about one of the comments Breedveld made, he would try to make clear to students what the organisation of the subject is and what they can expect.
Mentink says that this does not work with Breedveld, he will give the students a very unrealistic view.
Mentink says that with the project there is also not enough assistance, and Breedveld is already

15 indicating that he has too much work.
Annema says that it is very difficult to find enough people for the workload of the course. And especially because more people in RaM are falling out it will not get easier to find additional people.

114, this action point is concluded.

20 Kirsten Voncken is replacing Daphne Boere for the time being.

115, Annema asks about the intentions of this action point.
Mentink says that they would like to know what the situation is with module 8 because they are hearing information which does not sound very promising for the quality of this module.

25 Bruins says that there are a lot of video lectures planned but there is nothing mentioned on this on blackboard. Especially RSN seems to be the problem because the students need to watch all the video lectures and only have very limited time to ask questions in tutorials.
Molenkamp says that there should be information available on blackboard.
Mentink asks how much tutorials there are in a week? Bruins says that there is only 2 hours a week

30 scheduled.
Bruins asks if no replacement could be found for giving the lectures of RSN.
Annema says that every year they hope that Arjan Meijerink can teach again. At this point the only solution is the video lectures, within the chair TE there is no one else who can give RSN.
Bruins says that maybe we should start looking for teachers that can give the subjects.

35 Molenkamp asks what can be done on the short term.
Bruins says that there could be an evaluation in the third week, that is just after the first exam.
StOEL is willing to organise this evaluation.
Annema will talk with Chris Zeinstra to see if more tutorials can be planned.

40 116, it will be discussed this meeting. This action point is concluded.
117, van Zanten mentions that the OLC had the idea that the wrong evaluation was attached to the letter Annema wrote. And the evaluation was very late.
Annema says that the teacher of module 4 took a very long time to respond to the evaluation.
Van Zanten says that he is still interested in the OKC evaluation and he would like to see it.

45 Annema wil send the OKC evaluation to the OLC.

118, Annema says that he saw a few emails about the replacements for all the functions and subjects of J.Broenink. This action point is concluded.

50   **Points of attention:**

        3. **Incoming/outcoming mail**
            Incoming:
            Actiepunten_OLD-nav_OLC_3april2018.pdf

55 Mentink has a question about the response for module 4, especially to remove the PBL subjects. He wonders what can be done about those modules on a shorter term, for example looking at module 7a.

Hueting says that the biggest difference is that module 7a does provide lectures and tutorials next to the PBL sessions. Normally the evaluations of module 7a are very positive.
Molenkamp says that we will first wait for the evaluation of module 7a for this year.

5   Wijzigingen master OER EE
       Outgoing:

       4. Announcements
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       Chairman:
       No announcements

       Program director:
15   Annema asked StOEL to include a few specific points in their evaluations so he can receive a bit more feedback about those subjects.

       StOEL:
       van Zanten says that StOEL organised an information lunch for the OER, at this meeting they
20   gathered feedback from the students.
       StOEL is also invited by UReka for an information lunch about the OER.
       StOEL is also invited for the 'kwaliteitsafspraken' from the University.

       5. New course: Distributed Energy Management for Smart Grids
25   Kokkeler says that last time it was already discussed and then there were some comments from the OLC. Especially the learning goals were mostly focussed on academic skils and not so much on contents. The learning goals are adjusted so there is more focus on content.
       Van Zanten says that he still misses the technical content from the module.
       Kokkeler says that the learning goals refer to the content description where more information is
30   given.
       Mentink mentions that on the last page there is nothing ticket in the box of Exam, it should be indicated in which module the examination is done.

       6. New course: Security in Embedded Hardware
35   Kokkeler says that they see that there is more need for subjects like hardware security. At this moment they have a teacher which can give a master course in hardware security. The idea is to first give this subject for embedded system students and see what the interest are, in the future it can be possible that more master tracks can follow this course.

40   **7. Master Romp OER 2018-2019**
        Bruins asks who in the end approves the OER, the CvB or the Dean?
       Annema says that it depends, a lot of things are determined on university level so can only be changed by the CvB.
       Molenkamp asks if all the OLDs already talked about the Romp OER.
45   Bruins has a question about article 4.4 regarding grades. Bruins had the idea that agreements were made that half grades also are allowed, but this is not stated in the OER.
       Annema says that the decimal grades must be decided on University level and this is not achieved yet.
       Molenkamp says that we can indicate our preference of using the decimal grades and
50   communicate this to the University.
       Van Zanten says that there are still a few general mistakes in the OER, like mentioning Blackboard which should be Canvas.
       Van Zanten mentions article 3.10 which is about evaluations and he wants to know the definition of internal in this case. Students should be allowed to see the results of evaluations
55   but this does not become clear from the text.
       Annema says that this article is only about having the evaluation not what is done with the results. Internal means that the evaluations are done on faculty level.

Mentink says that in general he is missing evaluations of master subjects and he would like to see more evaluations of those subjects.

Annema says that for a lot of subjects there are not enough students to properly evaluate, an SEQ for master subjects is not possible because there are not enough students.

5 Molenkamp says that there are 2 yearly evaluations for the master subjects.

Annema will investigate what happened to the semester evaluations of the master subjects.

Bruins mentions that in article 4.7 it is stated that partial grades are only valid in that academic year.

Van Zanten asks if a lot of exceptions to this rule are given, otherwise it should be stated
10 different.

Bruins mentions that in the bachelor OER it is stated that results are valid for 1 year.

Molenkamp will mail the feedback from the OLC to the OLD.

8. Master OER EE (Section B)

Annema included a list of changes that are made to the OER

15 Molenkamp says that the admittance for international students is added in section 11.1

In section 11.2 the chairs SC and MSS are combined and changed into IDS.

Furthermore, there are a few name changes in the appendix.

Molenkamp mentions that on page 10 of the OER there is still the subject Faulttolerant digital systems which was already removed last year.

20 Molenkamp mentions that on page 3 SCS is still mentioned but this must be DMB.

Van Zanten proposes to use the introduction of the OER EMSYS and copy it to the OER EE. In this way it is clarified for students that the complete OER is made up from 2 parts.

25 Mentink says that it is very vague on the website of the university. He looked on the website and on the English website the complete OER is presented in separate documents. On the Dutch website only the EE specific part of the OER is displayed. The Romp OER cannot even be found.

Bruins says that is why we need the introduction section so it is clear that the OER is made up
30 from 2 sections.

The OLC agrees with the Romp OER EE 2018-2019 with all the proposed changes.

9. Master OER EMSYS (Section B)

35 Bruins has a general comment about the numbering of articles. In Section A they start with one and then Section B should start with article 9. This was done in the EE part but not in the EMSYS part.

Kokkeler mentions the adjustments that are already listed.
40 There are no further comments from the OLC.

Bruins asks if we officially need to approve the OER and then maybe sign a copy.

Molenkamp says that there were a few changes in the responsibilities of the OLC but he does not know if the OLC needs to officially approve the OER.
45

The OLC agrees with the Romp OER EMSYS 2018-2019 with all the proposed changes.

10. AOB

50 ### 11. Questions

12. End of the meeting
The meeting is closed by the chairman at 15:34

55 ### Action items

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No	Description	From meeting	Responsible
119	Send documents about the 'terugkoopregeling' to the Program Director	17-4-2018	Van Zanten
120	Investigate how much MyDAQs are needed next year and who will buy the MyDAQs.	17-4-2018	OLD
121	Talk to Chris Zeinstra for extra tutorials for RSN in module 8	17-4-2018	OLD
122	Send the OKC evaluation of module 4 to the OLC	17-4-2018	OLD
123	See what happened to the semester evaluation of the master courses	17-4-2018	OLD
124	Mail the feedback on the OER to the OLD	17-4-2018	Chairman

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Complete action items

No	Description	From meeting	Responsible
105	Look if the MyDAQ is still useful as mandatory equipment for first year students. And if the University can buy the MyDAQ and lend it to students.	07-11-2017	OLD
112	Contact Remco Wiegerink to ask about the master tracks of SC and MSS and what the situation is.	06-02-2018	OLD
113	Contact Breedveld to talk about the evaluation of modeling and simulation and try to solve the problems in this evaluation.	06-03-2018	OLD
114	Contact Annema about the situation with the study advisors in the EE bachelor	03-04-2018	Chairman
115	Contact Annema to ask about the situation of module 8	03-04-2018	Chairman
116	Re-evaluate the learning goals of Distributed Energy Management for Smart Grids	03-04-2018	Chairman
117	Contact Annema about the fields and waves evaluation	03-04-2018	Chairman
118	Contact Annema about the work pressure at RaM.	03-04-2018	Chairman

10   **Points of attention**

No	Description	For meeting	Responsible
02	Update OER 2018-2019 -	April 2018	OLD EE/EMSYS
06	Ask teachers for major changes in their courses (for discussion in the OLC meetings; OER 2018)	May 2018	Key-user
07	Election new chair OLC	June 2018	OLC
08	Look into the relevance of philosophy of engineering in the master.	April 2018	OLC