

Concept MINUTES OF THE PROGRAMME COMMITTEE-EE/EMSYS MEETING
3 July 2018 14.00 hr.

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Present:

Bert Molenkamp (Chairman) – Cas Doornkamp – Stef van Zanten – Romano Ferla – Maarten Bonnema – Roel Mentink – Loes Segerink – Ray Hueting – Anne-johan Annema (Program director EE) – Luuk Spreeuwiers – Eric Klumperink

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Absent with notice:

Lynn Bruins – Hugo Masselink – André Kokkeler (Program director EMSYS)

Absent without notice:

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1. Opening

14:00 starting the meeting.

Molenkamp proposes to move point 4 up in the meeting So Eric Klumperink can start with his information.

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2. Presentation Course Files (Eric Klumperink)

With the exam committee it is discussed that the quality of testing should be maintained and reviewed properly.

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The exam committee decided that course files should be set up to properly do this evaluation and reviewing.

Klumperink says that the idea is to organise peer reviews, there are several premises brought to attention and how they can be reviewed. The idea is to set a few people together, like a post-teacher, pre- teacher and teacher or back-up teacher. Those people would then discuss a course before it starts and see if everything is up to the requirements.

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There are several requirements listed in the document which should be discussed in a peer review.

The document is visible at the end of this agenda point.

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Van Zanten has a question, the idea of the peer reviews would be to safeguard the quality of testing. His question is what would happen if from a peer review comes forward that the quality of a test is not sufficient, but the teacher has the idea that there is nothing wrong and is reluctant to change his tests. Van Zanten is worried that the bureaucratic process would be too much effort for teachers to do all the reviews and listen to them and make changes.

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Klumperink says that if something goes wrong with the assessment of a test this should also become clear in evaluation like the OKC. When something like this becomes clear the teachers will make changes, they also do this now, students do not always see this. Most likely teachers are more willing to accept feedback from other teachers as from a general evaluation like the OKC.

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Also, the process is already tested with other subjects and it turns out that it is not that much effort for teachers to review their courses in the form of a peer review.

Segerink says that she agrees with van Zanten his worries, there will be some teachers that will be reluctant to invest extra time in such reviews.

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Klumperink says that they must abide to the law, those peer reviews closely follow the law. If it becomes a structural problem action should be taken from above (like the dean).

Molenkamp says that it starts with the course files, which are missing for a lot of courses. It turns out that teachers are not properly informed that and how they have to make those course files.

The course files should be set up properly, he does think that the peer reviews might not be the best idea to achieve those course files.

Klumperink says that the peer review is to start a discussion and force teachers to critically think about their courses, this will result in proper course files because they discussed it.

5 Molenkamp says that he thinks making proper course files would be good enough.

Klumperink says that a teacher will not automatically start making those course files, so without such reviews other people must make those course files.

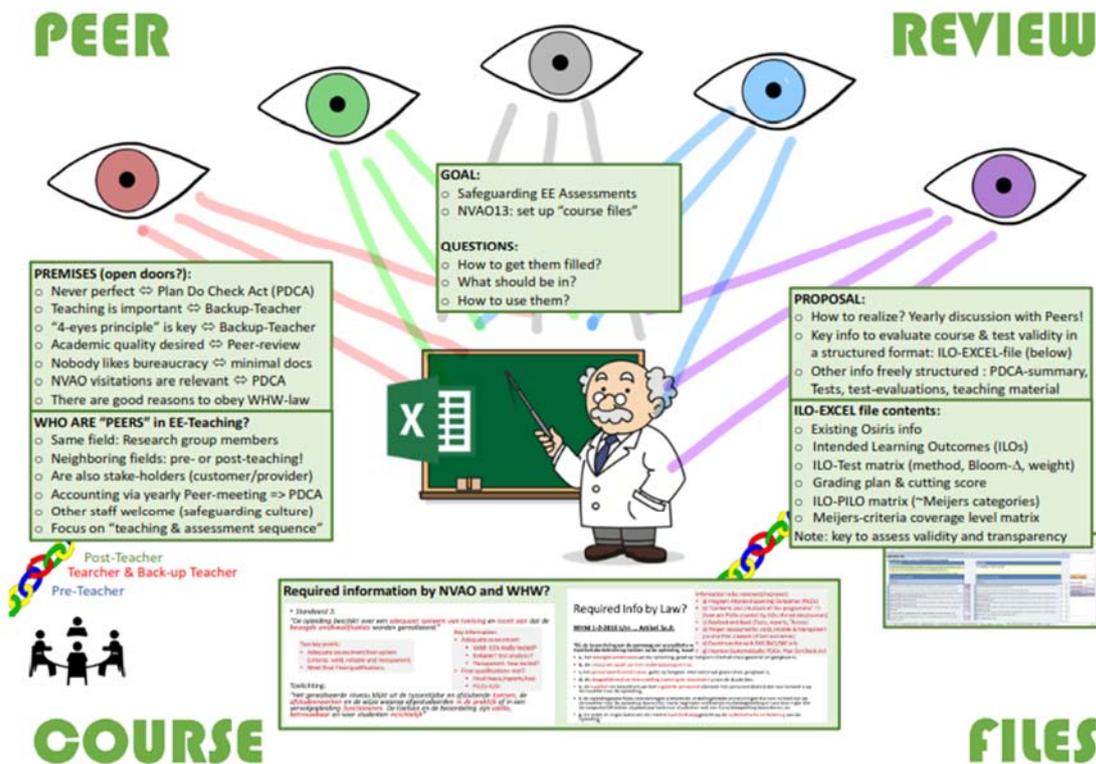
10 Hueting says that this would not work for some master subjects because they are too small and there are not enough teachers available to set up teams to peer review their course. He thinks the practical application would not work.

Segerink says that she thinks the best idea is to first see if the course files can be achieved, if this does not work it can be revised to still try the peer reviews. And if the OLC notices that there are a lot of problems in a course a peer review team can still be set up. But then only for those courses.

15 Annema agrees to this to set up peer review teams for the courses with a lot of trouble. For example, module 6 or module 8.

20 Molenkamp concludes that the course files should be set up properly (everything on the right side of the document). And the peer review (left side of the document) would only be used for modules where a lot of problems arise.

25 Van Zanten says that Scintilla has already been working on a document to gather all the information in a central place (course files). This document is already send to Annema and includes 4 of the points listed in the proposal. If students can do this, staff and faculty can also do this quite easily.



Eric Klumperink leaves the meeting at 14:41.

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Molenkamp says that we will now continue with the rest of the meeting. He starts with introducing Romano Ferla who hopes to be the commissioner of Education affairs of Scintilla next year.

On top of that Molenkamp says that this morning Annema send a lot of documents to the OLC which could not be read by everyone in time, they will be shortly introduced by Annema and the important matters will be discussed next meeting.

5 **Mail of Annema from this morning.**

Annema says that one of the documents is about restructuring the labs of module 1. Next to that Wouter Horlings wrote a document about his experiences as teaching assistant in several modules and how several modules could be improved. Molenkamp says that we will not discuss this document in the meeting.
10 Another document is about philosophy of engineering to combine the part of module 12 with the part in the master and make it one subject in the master.
Molenkamp says that this document will be discussed in September at the OLC meeting.

15 **3. (Concept) Minutes programme committee 8 May 2018**

Van Zanten says in response to page one that everything with the MyDAQ is now arranged. Segerink asks in response to page one if the students are made aware of the change in study advisor.

Annema says that the students are informed.

20 Mentink asks in response to page four what the impact is for students that need to redo a part of module 6 next year, since it has now become a satellite part.

Annema says that officially those grades cannot be used for the next year. Most likely some arrangement can be made with the students.

Mentink says in response to page 5 that there is no conclusion to the decision of the OLC.

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In response to the action items:

119, This action point is completed, van Zanten wants to say that the profit made from the 'terugkoopregeling' is used to cover any broken MyDAQs the university re-sells to students.

30 120, completed

122, included in this meeting, so completed.

123, the evaluations of the master courses disappeared. ... The action point is completed.

Annema must find out what the replacement will be for the semester evaluations of the master courses.

35 125, completed

126, completed

127, completed

128, completed

129, completed

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Points of attention:

45 **4. Incoming/outcoming mail**

Incoming:

Annema Bachelor OER-EE Concept

Advies OLC EE B-OER EE

50 **5. Announcements**

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Chairman:

Annema says that from August there will be a new study advisor.

Annema says that there were complaints from the faculty council about the new admittance regulations for the language. Annema said that the admittance regulations are now the same as in Delft and Eindhoven.

Program director:

StOEL:

Van Zanten says that StOEL is evaluating module 4, this is still ongoing.

- 5 Mentink says that they are receiving a lot of complains from module 8, but this is as expected.
Segerink asks if there is no other teachers that is capable of replacing Arjan Meijerink as teacher for one or two years.
Bonnema says that now the module is already given by approximately 5 teachers to lower the workload for Meijerink.

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6. Annema Punten voor de OLC vergadering

Annema says that tomorrow he will talk with Bonnema (teacher from System Engineering) about possibilities to change the subject of System Engineering together with WB.

- 15 Annema says that there has been a meeting about the available minors. The proposed idea from that meeting is to provide good minors, that have enough content for the students.
Molenkamp says that the idea is to set up a list with minors that we recommend for students to follow. This cannot be made mandatory.
Van Zanten says that you should not limit students in their choice for minors, there should be freedom to do something outside of the regular bachelor program. Things like the minor 'leren lesgeven' take up half a year and should remain possibilities for students.

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Mentink says that Annema mentioned something about journals in module 1, which Annema thinks can be picked up at Scintilla. Scintilla never made or arranged those journals, those were bought at the Union shop.

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Annema was not aware of this.

7. Report Fields and Waves

Molenkamp says that a lot of suggestions for this module were made by the OKC.

- 30 Annema says that this year a lot changed in module 4, fields & waves now has a test and no longer an oral. The math changed as well. So, following this evaluation from last year already some changes were made. Now it is waiting for the new evaluation to see if the changes have a positive effect.

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8. Evaluation M1 IEEE

Annema says that a lot changed for the coming module 1, especially the lab deadlines are made less strict and every lab can be performed at home with the MyDAQ. The labs are checked for grammatical mistakes so they are more understandable for the students.

- 40 Annema says that students should write down all their progress in a journal, at the end of a lab they hand in a digital document with the answers to the questions. If a teaching assistant has questions about a question he can ask a student about his progress in the journal. If it is not written in the journal it is considered not done.

- 45 Van Zanten asks if the digital documents will be graded. Annema says that those summaries/conclusions of the labs will be graded. The journals will not be graded except for a sufficient/insufficient.

9. Changes in module Computer Systems

Molenkamp says that there is a change in the assessment of the math in the module Computer Systems. They changed the final resit for math so it is possible to do separate resits for the intermediate tests. Hopefully this results in a lower workload for the students because it is possible to only redo one of the intermediate tests.

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Spreeuwers says that he thinks it is weird that students are graded a 1 when they have a grade below 4.0 for one of the partial grades. He proposes to just put the grades they score there.

Molenkamp says that this was most likely done to make sure students pass both the intermediate tests.

Van Zanten says that a requirement can be specified for the students so they still need to pass both tests.

- 5 Molenkamp says the he will ask Kokkeler about this because there might be a special reason why this is done.

10. Questions

Van Zanten asks if Molenkamp is remaining a chairman for next year.

- 10 Molenkamp says that he is willing to remain chairman until 2019. Then we will see again.

Mentink asks about the subject philosophy of science and if it would be possible to give this subject twice a year in the master.

Annema says that he thinks this will not be possible.

- 15 Molenkamp asks about the next meeting because he is not available at the 4th of September. A new date for the meeting of September must be found by Hugo.

11. End of the meeting

The meeting is closed at 15:38

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Action items

No	Description	From meeting	Responsible
130	Arrange the semester evaluation of the master courses	03-07	OLD
131	Ask Kokkeler about the assessment of the math exams in the module Computer systems	03-07	Chairman

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Complete action items

No	Description	From meeting	Responsible
119	Send documents about the 'terugkoopregeling' to the Program Director	17-4-2018	Van Zanten
120	Investigate how many MyDAQs are needed next year and who will buy the MyDAQs.	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
125	Inform all the teachers that Kirsten Voncken is replacing Daphne Boere as study advisor	08-05-2018	OLD
126	Send the feedback of the module 8 evaluation to the program director	08-05-2018	StOEL
127	Discuss with the teachers of module 8 to integrate the subjects better, otherwise the subjects will become satellites	08-05-2018	Chairman
128	Combine all the proposed changes for the bachelor OER and send it to the program director	08-05-2018	Chairman
129	Ask for a response from the module coordinator on the evaluation of module 1	08-05-2018	OLD

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Points of attention

No	Description	For meeting	Responsible
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02	Update OER 2018-2019 -	April 2019	OLD EE/EMSYS
06	Ask teachers for major changes in their courses (for discussion in the OLC meetings; OER 2019)	May 2019	Key-user
07	Election new chair OLC	January 2019	OLC