

MINUTES BITOC MEETING

Date: Tuesday September 25, 2018
Location: Ravelijn 3411
Time: 12:40 – 14:00

Present: Jos van Hillegersberg (chairman), Luís Ferreira Pires, Céline Heijnen, Marloes van Grinsven, Niek Khasuntsev, Marten van Sinderen, Adam Dubowski (minutes), Wessel Ammerlaan, Bernard Verheijen, Adina Aldea

Absent: Maria Iacob, Christian Versloot

1. Opening and Agenda

Jos opens the meeting at 12:50.

2. Announcements

Maria and Christian are absent.

Céline will be leaving the position of a programme coordinator of BIT soon. It is not known who will replace her yet. The vacancy will be open soon in the upcoming days.

BITOC is looking for a new chairman. Currently, Luis is the only candidate for BITOC. Jos suggested that an email should be sent within the committee announcing this vacancy to all committee members and in 2 weeks' time after that a vote will be made. If anyone would like to apply for this position still, the position is still open. Jos will stay as a member of the committee still.

There are some rules regulating the elections of the chairman of BITOC but they probably include just simple rules that are straight forward to all committee members already. Jos will check the rules though.

AP Jos will check the rules of appointing a new chairman

3. Minutes and Action Points

- **Minutes 28-08-2018**

Page 1: The presence list was not correct, it needs to be corrected. Also name spelling needs to be checked.

Page 4: Marten -> Jos

Page 5: Marten -> Jos

Page 2: "A bit less than half of the students joined the 4th module" – this is confusing and needs to be checked.

4. Student evaluation reports:

- SEQ M-BIT

This evaluation was done previously every half a year.

Students think that the introduction information is not enough, but the actual topics are enjoyed and appreciated by students. It is important to notice that the courses are not evaluated separately yet and there are not enough responses.

Most courses have been marked green so they are appreciated by students. In order to know exactly what was said, access to the open questions is needed. Unfortunately, it is not the case currently.

Another point of the evaluation was that the information about how to prepare and do projects is lacking. Luis mentioned that in the CS track students are assigned a mentor and it might be an idea for BIT as well.

A well-known problem is that most international students have a hard time finding a project for their Master thesis and there is no overview of who already has one. They often do not know where to get more support and help with this issue. Eventually they often end up asking their professors for some internal projects at the University. Marloes thinks that international students are not so proactive in searching and even when they find some offers they face more difficulties than Dutch students. However, giving them internal projects is not that great solution since doing a project for an external company is extremely beneficial and prepares well for the job after graduation.

A manager coordinating such projects would be a great idea. Currently, there are not that many core supervisors for such projects, so students have to go from one teacher to another. Maria already started working on this. By the time next projects will start, there should be a list of available projects and supervisors.

Jos mentions that in the BSc track there are more projects than students and therefore it is easier for students to find and choose projects. In the MSc track this availability was always much more limited. A PowerPoint presentation with all the names of supervisors with a description of their field may be a great idea to start with.

Because of very few responses, some results cannot be taken as a good representative of the target group. Jos states that for Master courses the evaluation work only if at least 60% of students fill the survey.

Student members Niek and Bernard are both BSc students so they cannot relate directly to the topics discussed but they agree that with that few responses it is difficult to deduct anything.

- SEQ M-BIT with feedback
- SEQ M-BIT 2017-2018 Semester 1
- SEQ M-BIT 2017-2018 Semester 1 Background (in Dutch)

· Exceptional Courses

5. Plan of Improvement: 201400467 – From Product Design to Online Business (passed on from last meeting; action point 75) (no documents received)
6. Revised timeline BITOC meetings (year cycle)

Christian made a timeline for topics for all BITOC meetings throughout the year as it has been discussed in the last meeting. It is approved, no new comments have been made.

7. Skills Line

IEM Skills Line has been redesigned lately and the question is whether the Skills Line of BIT should also be redesigned, maybe independently from the one of the TCS programme. Jos thinks the problem is that the BIT programme covers both TCS and Business topics while the Skills Line is the same with the TCS only. Luis thinks that BIT should stick to only one of the Skills Lines. In the past, there was an idea that the BIT students would follow the Skills Line depending on the current module but it would cause chaos, duplication of some material and lack of some other. For the past 5 years BIT has been following the TCS skills line which has been coordinated by Celine and is generally considered to be low-workload in comparison to the heavy IEM Skills Line. As Luis explained, it is really involving and would also require extra manpower in the teaching staff. Currently the CS track helps a lot with the organization of the Skills Line and therefore BIT follows the Skills Line together with TCS. It is still important to stress the practical implementation of the Skills Line as well though. For example, there is a significant difference when there are just theoretical sessions about working in a group and when during the module students also have to implement those methods in their project group.

Some time ago, there was a meeting involving Bernard, Christian, Jos and Celine. There were a few conclusions then. One of them was that there should be a part involving reading and analysing scientific literature. However, the clear solution has not been figured out yet. The most important note was that the workload is considered too hard specifically in the module coordinated by Jos. To help the students, the assessment could be changed a bit.

For mod03, external teachers are hired but this is really costly, so it cannot be done for all modules. However, as Bernard mentions, it does make the topics feel really useful, especially in comparison to the Intercultural sensitivity. Jos thinks it may change since the programme is growing. It might be then worth to hire or ask the department for a designated skills coordinator.

Since the skills line is a part of the project (pass/fail) the number of ECs is not clear to the students. However, Celine estimates it as 0.5-1 EC per module.

BIT has just a few core teachers what often makes it difficult to find the manpower to run the Skills sessions. Jos thinks it is important to provide the Skills Line at least as great as the one of TBK and finds it strange it is currently not the case especially since BIT should be focused on communication and presenting.

Luis points out that the problem is that the total amount of money the programme can get from the faculty is not always known so the programme director cannot distribute any specific amounts but just percentages of the total budget. That can create problems because in order to give more money to one part of the programme, some cuts have to be made on some other part.

Marten asks for more information on the new TBK Skills Line so that it could be compared with the current BIT Skills Line and eventually it could help improve the BIT Skills Line. Celine recently received more contact information to people involved with the Skill Lines.

8. A.O.B.

Because the BSc and MSc names for the BIT programme are different, one of them has to be changed. The proposal is to change the name of the BSc course from Business&IT to Business Information Technology. Jos thinks it would be good for the consistency of the programme. Celine mentions that it would be great also from another perspective – that students currently starting BIT are often surprised by the amount of IT that it involves. Switching the name would maybe make it clearer. Since there were no objections, the advice of PC-BIT is to change the name of Business&IT course to Business Information Technology.

Study advisors are being notified that many (especially international) students are surprised by the amount of programming that is involved in the BIT programme. Luis thinks it is normal and we don't really have to worry about it. Celine advises that maybe we should make sure the applicants better understand what the programme involves.

Students also confirm that it used to be the case in his first module that many people have joined with a wrong perception of what BIT programme is like and they often struggled with programming. However, in the end, programming pearls of the first module can be challenging for everyone and the first module in general requires quite a lot of effort but there should be no sign of worry there for now because it shows who will be able to cope with the rest of the programme.

In the next meeting, Celine may already be able to provide the numbers of students leaving the programme.

There was an email from Daan from Stress who would like to join the meetings of BITOC. Niek thinks that inbetween is now a part of Inter-Actief and students generally affiliate more with Inter-Actief than Stress generally and are not active within Stress. However, the complaints that are relevant to Stress, so those about IEM parts of the BIT programme, will be forwarded to and handled by Stress. Therefore, as Luis points out, it might be worth to have Daan present during BITOC meetings so that he can update the committee on the status of those complaints.

9. Closing

Jos closes the meeting at 13:56. The next meeting shall be on the 30 October 2018, 12.40 – 14.00 in Ravelijn 3411.

10. Action Points

The finalised actions points are in the style 'strikethrough'.

Nr.	Date	Subject	Leader	Status/deadline
38.	30-05-2017	Invite Cynthia Souren for BITOC meeting to discuss the quality cycle (kwaliteitscyclus).	BITOC	Ongoing. Waiting for Cynthia's reply. Jos will send her a reminder.
51.	06-03-2018	Take the initiative of organizing the BIT festivity - Lustrum. Contact Luis and Marloes to discuss the options.	Christian Versloot	Closed. Jos thinks it was a nice event and many students and alumni joined. Many people stayed until late. Pictures have been taken and will be put online by Marloes. An announcement with some pictures should be accessible via employeeportal but all the photos taken will be placed on the webpage by Marloes soon.
55.	06-03-2018	Ask the CELT for a status update on the screening of EStrategizing.	Marloes van Grinsven	Tom was supposed to contact CELT. BITOC has not received any information from them yet. Maria is also working on an evaluation similar to this one. This point will therefore be combined with point 79.
70.	2018-05-29	Send a letter to Berend Roorda, based on the new formulation from AP 53.	Jos van Hillegersberg	Done.
75.	2018-05-29	Share a Plan of Action for PDOB with the BITOC.	Jos van Hillegersberg	Mail has been sent, will be discussed next meeting.
78.	2018-08-28	Ask Wessel and/or Adam about help with getting to the BIT students about the student assistant job	Christian Versloot	Ongoing.
79.	2018-08-28	Ask Ton or Marcus about the E-strategizing report on the complaints filed in the past years.	Maria Iacob	No update from Maria.

80.	2018-08-28	Adjust the timeline according to the discussed changes.	Christian Versloot	The updated version is online.
81.	2018-08-28	Take a look into the Master courses evaluation	Luis Ferreira Pires	It is on the agenda.
82.	2018-08-28	Take a look if it would be possible to push a unified form for evaluations for all courses	Maria Iacob	Update: As of this quarter there will be more evaluations for Master courses within the EEMCS faculty. Cynthia is working on this with a few student assistants. All courses would then be evaluated in a way similar to that known from the BMS faculty. From this quarter on, the teacher will no longer have to request the evaluation as it used to be case.
83.	2018-08-28	Send the materials of the workshop to Maria and Adina.	Luis Ferreira Pires	Done.
84.	2018-09-25	Check the rules of appointing a new chairman	Jos	New