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FACULTY OF ELECTRICAL ENGINEERING, MATHEMATICS AND COMPUTER SCIENCE

MINUTES BITOC MEETING

Date: Tuesday December 4, 2018
Location: Ravelijn 1247
Time: 12:40 – 14:00

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

1. Opening and Agenda

Luís opens the meeting at 12:44.

2. Announcements

Jos is absent.
Marten, Maria and Wessel have to leave earlier.
Quality agreement shall to be put on the next agenda.

• International collaborations
  - Brazil, ESPM
Maria explains that there is a programme in Brazil that would like to collaborate. It is run by the ESPM Business School. However, it is not an engineering university so the course is less technical and most of the courses they offer are in Portugese so there are no guarantees that such a collaboration would work out. There were also some doubts whether this initiative is worth the effort.
  - Germany, University of Münster
There is a possibility for a double-degree programme with University of Münster. It is probable to make it happen – Maria will try to take a deeper look into this possibility in February. The BMS faculty already has a double-degree programme of Business Administration with the University of Münster and it goes well. BMS staff has some knowledge and contacts with the responsible people in Münster so this option is much more probable than the Brazilian one.

• BIT Master analysis

The Bachelor programme is running quite well in general: There are many visitors during Open Days and most courses work completely fine for the Bachelor with just a few exceptions, but those courses are being redesigned currently.

However, the Master programme is not doing that well, mainly because of the internal coherence. Maria plans to look deeper into it. The next half a year will be used for the improvement of the programme. She will personally examine the contents of each of the courses and ask 2-3 student assistants to help her check for problems, missing topics and overlaps.
Luís asks Maria to involve BITOC in the progress as much as possible since that's one of the important roles of the committee.
Since this year, all Master courses will also be evaluated by evasys evaluations as are the Bachelor courses. The first evaluation has already taken place but more specific results will follow later. One already apparent issue seems to be

the assessment problem due to too much group work. This concerns the E-strategizing course shared with Business Administration students. Also, the coordinator of the Business Administration programme would like to remove the course from his programme so that it would no longer be shared between IBA and BIT students.
What is more, BIT students think that the course should be much more technical than as it is now.

Christian mentions that it was mentioned one or two years ago and later sent for assessment but there was later no follow-up from Ton Spil about this.
Maria is still waiting for the evaluation forms to come in before making some steps in this matter.
Christian points out that the information about partial (individual) grades was not available at all, just the final grade calculated in Osiris. That is known to Maria also from her interviews with IBA students. All students get at least a 7 what should not be the case.
Christian says that there are two ways out of this issue – either to further ask for improvements which will probably not give satisfactory results or abandon the course as has IBA decided. The issue is that the topics of the course are strongly relevant for the programme, so they should be still included somewhere. Maria suggests that changing the course's status to an elective would at least cause less people to choose the course and therefore give some incentive for the course coordinator to improve it.
Maria mentions also that one of the reasons why she decided to do the BIT Master analysis was to find the relevant place for the E-strategizing topic in the BIT Master programme.
Marten asks how the topics are chosen, what is considered relevant for the programme.
Luis explains that there is a document with a domain of reference and expected learning outcomes of the programme which should be used as a basis for decisions regarding relevant topics to be included in the programme.
Maria says that the end goals for the programme will stay the same but also suggested that it might be worth looking into contents of similar programmes at different universities.

• Risk Management Professional Master
A few weeks ago, Maria was approached by the dean. There are two post-initial education programmes – Public Administration and Risk Management. Those are meant for professionals but after 2-year Master studies they get a regular Master diploma. Those programmes are independent from other courses within the UT.
The UT management's idea is to align those programmes with the main UT offer. Maria was asked to implement the Risk Management programme into the BIT Master by 2020. Currently those programmes are a part of the Professional Learning and Development (PLD) office. In 2 years' time, BIT OLC and exam board are expected to know how to deal with that. It is still unclear but what is clear is that the management wants to integrate somehow the Risk Management programme into BIT Master.

Luís mentions that there are probably many issues concerning those programme in terms of the OLC and the examination board. Maria confirms that those 2 programmes had huge difficulties getting accredited. During the first visitation, the Risk Management programme got a warning and some improvements had to be proved but eventually it got accredited. However, apart from this issue, it is considered a very successful programme with all 20 places available full every year.

• Student tutor system for Module 1 next year
The discipline of the first-year students is a serious issue this year. Contrary to all other years since TOM was implemented – this year first-year students were constantly complaining about their team members.
Maria talked to Wessel about this issue. Next year, each group will have a tutor for weekly meetings. The evaluation is planned to be discussed later this meeting.

Laurence asks whether such a system of tutors is planned to be implemented only in MOD01 or also in other modules.

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Maria explains that if it would work fine for MOD01, it could also potentially be implemented in MOD02. Also, IEM has such a system during first semester of their programme and already implemented a training programme for tutors which BIT tutors would be allowed to join. What is important, Maria states that such a system would work because students believe and feel more comfortable with their fellow students from the second year than with teachers.

Luís adds that in MOD02 there already is a lot of guidance to the students and even more tutoring will not give much more results.

Maria explains that her idea is similar to what already happens in MOD02 – the same TA managing a few groups throughout the module so that both the students and the TA get more familiar with each other.

Luís suggests that it might be a good idea to coordinate it with TCS for MOD01 as well since most of the weeks are shared with them, but Maria is not sure whether CS would want to implement such a system for their programme.

Luís asks about an announcement of a new programme coordinator. Maria explains that the person is already known. She will take the position of the programme coordinator from 15th of January. Celine will continue fulfilling her day-to-day responsibilities till then.

3. Minutes and Action Points

- **Minutes 25-09-2018**

Page 3: Skills line was never dependent on the programme

Page 4: Christian was absent in the meeting so he could not have confirmed anything.

Marloes adds that the programme name did not have to change. Luis replies that there was a letter requesting considering the change of the name of one of the programmes (Bachelor or Master) and even though it was not absolutely necessary it was a good decision appreciated also by the management.

Page 4: Discussion over the skills line (to be evaluated) but no change about the minutes is requested. Luís asks for more clarification and Maria adds that the TBK skills line is being heavily redesigned by a new teacher and suggests against going into this skills line because it is very time-consuming. Luís decides to leave the Skills Line in the current form.

AP Maria send the Cynthia's QA document to BITOC

4. Future of TOM

Maria: The rector has decided that the rule 0-15EC rules will be abolished. It is based on long discussions with many parties. The goal is to unify the system more within other Universities and make the transfer of ECs easier while students switch between studies or universities.

Some students are unhappy about the current rule. A group was appointed to look more into its affects into the education quality. Arend Rensink is one of the members there.

From now on, the lowest detail level in Canvas and Osiris will be the so called "atomic entities" which will represent and be named after internationally recognized disciplines like "Programming", "Databases", etc.

It will have an effect on the OER and all the modules. It will be the task of module coordinators to decide what is the best division of their course's ECs. However, it is not always straightforward because some projects integrate many subjects/parts of the module. For example, in BIT MOD03 the project combines all 3 subjects of that module and from now on, the grading for the project has to be split per those subjects as well to fit into those atomic entities. This might harm the internal coherence of the module.

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Luis argues that it does not necessarily force module coordinators to break projects into parts. It is up to them to decide what's best for their module and they can choose what to split.

Maria points out that this division choice is not so complicated for all the modules and it might be simple for some module coordinators. Her concern is also that the guidelines from the management are generic and high-level. Also, many rules will become much more complicated, especially the requirements for the previous, required knowledge since now all the atomic entities will have to listed out in the requirements list not just module(s).

The new rules enter into force from 1st of September 2019.

Maria also adds that since the atomic entities will be the lowest possible level for grades, it will not be possible to register partial grades for them. Everything beneath is up to the teacher to register/count.

Luis asks student members for an opinion. Adam asks whether this change will affect current students as well and Maria responds that it will only apply for the new freshmen students coming 1st of September. Niek expresses a concern that it might complicate the situation of current students redoing a module in a new system. Marloes explains that there will probably be a lot of exceptions because of this rule. Students will not have to redo a project if they have passed it one year even if they have failed the exam(s). Maria points out that it will not affect the assessment of the current students – if one has failed e. g. one of the pearls of MOD01, they have to redo the whole MOD01 (or parts of it, if the examination board allow, just as it was so far). Maria adds that she might have to consider hiring a professional exam board because of the number of disputes that will arise due to the change in the system.

Christian is worried about the principle of a T-shaped professional introduced with TOM – to know many domains and be an expert in just one or a few fields. This worry was also expressed by half of the programme directors in the meeting with the rector. However, the rector assures that he wants to keep the system as close to the original TOM model as possible. The management of the UT does not want to change the philosophy of TOM, just the bureaucracy. Christian argues that in the meantime, even more bureaucracy has been added and others back this opinion. On the other hand, as Maria explains, the module coordinators will from now have much less bureaucracy since all the subjects will be run and graded by the responsible teachers.

Adina worries that in contrary what MOD03 has been trying to achieve for years – integrate Business Process Management and the Business Intelligence part, will be now abandoned because everything will have to be separate. Luis confirms that also for MOD04 it will be a huge problem to split apart subjects since everything then is closely connected to the project what is the main topic of the whole module.

Marten leaves the meeting, so Maria suggests to continue the topic later on.

This topic will be continued in the next meeting.

5. Evaluations:

- Module 1, Introduction to BIT
- Module 5, Finance for Engineers
- Minor Serious Gaming
- Minor Cybersecurity & Cybercrime
- Module 1 B-CS, Pearls of Computer Science
- Module 1 B-IEM, Introduction to IEM

Point skipped due to the lack of time. Will be discussed in the next meeting.

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6. Module 8 redesign

Point skipped because of lack of time. Will be discussed in the next meeting.

7. BIT evaluation in Keuzegids

BIT at the UT is the second-best programme of this kind in the Netherlands (after Groningen University). The only disadvantage is the dropout ratio of the first-year students. The biggest advantage are the visitations (2 pluses), where Groningen gets no points. What is most concerning is that even though TBK and TCS are both "Top rated programmes", BIT did not get such a label. However, none of the BIT-kind of programmes in the Netherlands got such a reward. To get a reward, it would require increasing BIT's score from 66 to 75. Maria thinks fixing the Master programme would help a lot even though the Keuzegids ranking is meant just for the Bachelor and not for the Master studies. In general, Maria is pleased with the results of the ranking.

8. English quality teachers

It is required for all teachers to have at least the C1 level of English and the UTQ (started or finished)
The exam board will not accept teachers without UTQ as examiners from next year on. It will be an issue especially in modules where only one or none of the teachers have UTQ, e.g. MOD07.

9. A.O.B.

10. Closure

Luís closes the meeting at 13:38. The evaluations and MOD08 redesign have been shifted to another meeting.
Next BITOC meeting shall be on 29 January 2019, 12.40 – 14.00 hrs in Ravelijn 3411.

11. 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	Done. Cynthia was invited a long time ago about the evaluation of the Master programme but could not join for some time. Now, since there are a lot of changes to the Master programme planned currently, Luís suggests removing this AP. Maria adds that Cynthia has a 15-pages report about quality assurance so it might be worth to take a look into that. **AP Maria send the Cynthia's QA document to BITOC**
55.	06-03-2018	Ask the CELT for a status update on the screening of EStrategizing.	Marloes van Grinsven	Combined with AP 79.

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75.	2018-05-29	Share a Plan of Action for PDOB with the BITOC.	Jos van Hillegersberg	Not done yet.
78.	2018-08-28	Ask Wessel and/or Adam about help with getting to the BIT students for the student assistant job pool through Inter-Actief	Christian Versloot, *(added)* Maria Iacob	It will be collaborated with Maria since it is about a student pool which would be useful for her as well.
79.	2018-08-28	Ask Ton or Marcus about the E-strategizing report on the complaints filed in the past years.	Maria Iacob	To be discussed.
82.	~~2018-08-28~~	~~Take a look if it would be possible to push a unified form for evaluations for all courses~~	~~Maria Iacob~~	~~Done. Cynthia already made first steps into that direction. It won't be fully unified but some progress is feasible.~~
84.	~~2018-09-25~~	~~Check the rules of appointing a new chairman~~	~~Jos~~	~~Done.~~
85.	2018-12-04	Send the Cynthia's QA document to BITOC	Maria	New