

MINUTES BIT-OC MEETING

Date: Tuesday May 28th, 2019
Location: Ravelijn 3411
Time: 12:40 – 14:00

Present: Luís Ferreira Pires (chairman), Niels de Groot (minutes), Maria Iacob (programme director), Marloes van Grinsven (programme coordinator MSc), Joyce van Baaren (programme coordinator BSc), Jos van Hillegersberg, Marten van Sinderen, Adina Aldea, Christian Versloot, Laurence Arnold, Nikki Zandbergen, Bernard Verheijen, Wessel Ammerlaan (education Inter-Actief)

Absent: -

1. Opening and Agenda

Luís opens the meeting at 12:52.

2. Announcements

a. University Council meeting report (Nikki Zandbergen)

Nikki visited the meeting concerning TEM2.0. The goal is to start the new TEM in 2020/2021, but in order to get a smooth transition this also has consequences for the upcoming academic year. In TEM2.0 the main change is that the module can be divided into several educational units, varying in size between 1.5 and 15 EC. For the programme committees it is necessary to take into account that virtual ECs that are obtained in the coming academic year can be converted to real ECs in 2020/2021, since these virtual ECs will then be valid as a fully passed educational unit within a module. In September 2019, it should be clearly communicated to students how the division of these units is, so that it can be taken into account in focussing study efforts, for example.

Maria has a question about the units, which can be 1.5 to 15 EC. She thinks 1.5 is quite an arbitrary number and questions whether it is correct and if it is a set rule. Nikki doesn't know whether it was a concrete rule or more of an example. Luis thinks this will come back when the BITOC discusses the regulations. He would suggest that the programme committee asks the programme director for a list of all modules and how they will be divided in the new TEM. Finally, Nikki mentions that there have been widely different rules between different programmes that BIT works with, which means that it would be recommended to discuss the division with Technical Computer Science, Industrial Engineering and Management and International Business Administration. Luis says that is true, since, if students follow the exact same module, you cannot sell them different passing rules. The same holds for the validity of certain subgrades over the years.

b. Attention points / updates of the year cycle

According to our committee's year cycle, in May, students would organise a meeting to gather feedback on the curriculum and Master theses. Laurence says that it's good to have some structure and the year cycle works well for that, however, they do not always have the time for exact details such as the meeting described here. Luis says that, if the time is not available, it would be okay to skip it. However, the input could be very useful for this committee. Wessel notes that the year cycle starts in January, though our year starts in September. Luis will make sure to change the year cycle document, so it also starts in September.

AP Luis will change the year cycle document, so it starts in September.

c. Quality agreements

Luis forwarded a mail concerning the quality agreements money an hour before the meeting. Luis proposes to discuss this during the June meeting since it requires an official reaction from this committee. Wessel asks whether this is a yearly event that should be added to the year cycle. There is some uncertainty about this, but Wessel believes that it is recurring, after which Luis proposes to then add it to the cycle.

AP Luis will add quality agreements money to the year cycle.

d. BITOC members

Christian announces the next meeting will be his last, as he will be graduating soon. The student members have already started looking for a replacing student member since the summer vacation is not the best time to be looking for new members.

3. Minutes and Action Points

- **Minutes 30-04-2019**

Page 1: 'BIT-OC' should be written without the hyphen.

Page 2: Martin should be Marten. Visit it -> visit is. Luis his -> Luis'. Luis didn't send the document, Jos did.

Page 4: Rephrase the first bit about the deleted link. Delete 'using'. Luis asks a question, Christian disagrees: missing a full stop and also Luis was a statement not a question.

Page 5: Christiaan -> Christian

- **75. Plan of action for improvement PDOB module:**

It has been sent in for this meeting and will be discussed.

- **78. Student assistant pool:**

Laurence contacted several module coordinators, most of which are interested. A short informational text should be written so it can be used in publications through *Inter-Actief*. Not done yet.

- **79. E-strategizing report:**

Robin Effing has had some discussions with Ton Spil and they made a strategy to improve the course. Robin will get more responsibilities within the module and Maria has heard that Ton will write a plan.

- **86. Invite Cynthia to BIT-OC meeting:**

Cynthia has agreed to visiting the September meeting of the BITOC.

- **90. Evaluation Serious Gaming Minor:**

Maria has given an update about this earlier and believes there is no reason to keep this action point on the agenda at this time.

- **93. Send the evaluations of Master courses to BITOC:**

Done.

- **94. Look for a teacher for the programming parts of M1:**

Maria is looking into the options. There is a teacher available who is from South Africa and has taught programming in a college there, but this is nowhere near a final option yet.

- **95. Reaction language policy:**

Luis has sent our reaction.

- **96. Reaction Master TER:**

Luis has sent our reaction.

- **97. Template for the annual report of the BITOC:**

Luis did not send it but found the template and has started writing.

4. Bachelor TER 2019-2020

Luis states that we cannot actually change anything concerning this document. We can only give our advice. Luis asks whether anyone has read this and has comments on the document. Luis only found that there were some formalizations in there. There is a discussion about what exactly the document is (guideline or ROMP-TER. Maria comments that, for the Bachelor, the ROMP-TER is for the whole university. There is an EEMCS specific ROMP-TER for the Master programmes. Luis comments that this document is most probably not the ROMP-TER, but he is not sure. In any case, the document should definitely be in English.

Luis asks Joyce to comment on the largest changes in the programme-specific part of the TER. Joyce says there are almost no large changes to the document as they were not necessary at this time. Most changes are purely of administrative purpose. There were some misunderstandings concerning the TER of 2020/2021, but Maria clarifies that a conceptual version of the TER 2020/2021 should be done in September 2019 already to prepare for TEM2.0.

There is some discussion concerning virtual EC's. The question is whether students who only partially pass modules this year get virtual ECs, which will grant them actual ECs without further testing in 2020/2021. For example: should a student only fail Math of 3EC, he/she will get 3 virtual ECs and can – in 2020/2021 – ask for these virtual ECs to be granted as actual ECs to him/her under TEM2.0. This situation was discussed at the meeting Nikki attended, however, it went quite fast and Nikki is not completely sure whether the described example would be possible.

A last discussion taking place concerns a part about study advisors. There is some confusion concerning the task division and what tasks are within the scope of study advisors. Marten advises to discuss with the study advisors whether they are aware of all tasks as mentioned in this document.

Marten asks whether it is necessary to put a hardware requirement in the TER, as it currently states that students are obliged to buy a high-end laptop. Maria thought it wasn't necessary and wanted to cut it out, but the study coordinator of Technical Computer Science said that if it's not in the TER, you cannot hold students accountable for not having suitable hardware. A lot of students buy MacBooks which do not work with a lot of software needed for the programme.

A high-end notebook in the TER is defined as a notebook distributed by the Notebook Service Center, Maria adds.

AP Luis will formulate a positive advice concerning the Bachelor TER and send it.

Maria says the new test plan has to be finished before the summer and asks whether the BITOC would like to be involved in setting up this plan, as it will discuss the division of modules into educational units. Luis says direct involvement is not needed, as he does not think that the modules itself will change a lot. However, an overview of the division of modules into educational units should be sent to the BITOC at some point.

5. Improvement plan Module "From Product Design to Online Business" (201400467 PDOB, action item 75)

These documents were made with the data from last year, and it is now almost time for another improvement plan. This year, however, there was a very low response rate. Jos explains they looked at the evaluations, summarized the problems and looked at possible improvements. Most of these improvements were implemented this year, but some took too much time and have not been implemented up until now. Furthermore, Jos says that the main problems for students are the ERP system and the many papers that have to be read. Jos also wondered whether the module would need a complete redesign, but he thinks the low turnout might not warrant such a big change.

Bernard says that reading papers is annoying to most students since they think it is hard and do not know how to read those. He says that this would be a very good subject to include in Academic Skills, as it is not taught there at all. Jos comments that there actually was an exercise this year where students had to practice reading papers, but a lot of students failed it. Nikki says it might be an option to do an assignment per paper to check whether people understood the essence of it. Jos says that they have run the module for five years and it might be time to redesign the module. Luis suggests to maybe work on this before the summer. Jos finally comments that he is willing to look into it and would appreciate feedback from staff and students, and that he could possibly organize an input session for this.

6. Evaluation of Master courses

Luis asks whether there are any evaluations that should be discussed in more detail. 'ICT Management', 'Design Science Methodology' and 'Enterprise Architecture' should be discussed in more detail, however, due to time constraints, this is not possible this meeting. The agenda point will be continued next meeting. Luis asks whether the teacher of ICT Management, Daniël Smits, can be invited to the next meeting of the BITOC. Maria says that he has actually also asked for help with improving the course, since he did not really know how to improve the course.

Jos is surprised about the evaluation of ICT Management, since Daniël did not change anything substantial compared to last years. The problem may be, according to Jos, that groups have to be matched with a company. If a group is unhappy with their company, this might have an effect on the evaluation. Since the number of groups has increased significantly, this might have become a bigger problem.

Inviting Daniël is not necessary at this moment, as he has also already asked for help with solving the problem. The BITOC would however like to receive a written reaction from Daniël, after which we can discuss if further action is needed and what would constitute said action then.

Enterprise Architecture was rated pretty low. Maria explains they made a plan for redesign and were, among others, criticized for not discussing the literature in class. She also plans on redesigning the test; two practical cases were optional, and Maria would like to make them obligatory from now on. The plan Maria has made is already on Canvas so that people know exactly what is about to change.

Jos raises a general point about increasing the response rate. At this point, it is about 25% but it should be closer to 100%. The risk is that we are going to make all kinds of changes based on the opinion of a very small group of students, which can be prevented if the response rate would increase significantly.

Christian proposes to add a small questionnaire on the back of the last exam, as he thinks that a lot of students would be very willing to fill it in. There are, however, some problems for the anonymity of the evaluations if one would implement this idea.

7. A.O.B.

Laurence asks Maria if she can give an update concerning the new Master courses, and asks if, should there be any significant updates, an agenda point can be set for next meeting to discuss this. Marloes says some meetings still have to be organized, so not a lot of progress has been made.

8. Closure

Luis closes the meeting at 14:07.

The next BIT-OC meeting shall be on 25th June 2019, 12:40-14:00 in Ravelijn 3411.

9. Action Points list

The finalised actions points are in the style 'strikethrough'. Since multiple action points were found in duplicate in the minutes, two action points are merged to one action point list for clarity.

Nr.	Date	Subject	Leader	Status/deadline
75.	2018-05-29	Send the Plan of Action for the improvement of the PDOB module	Jos	Done, is discussed this meeting.
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	Bernard, Laurence	Update described under point 3. Will be continued.
79.	2018-08-28	Ask Ton or Marcus about the E-strategizing report on the complaints filed in the past years.	Maria	Done. Update described under point 3.
86.	2019-01-29	Invite Cynthia to a BIT-OC meeting	Maria	Done. Cynthia will visit the meeting September.
90.	2019-01-29	Ask the coordinator of the Serious Gaming minor about his opinion on the evaluation of the module	Maria	Update described under point 3. Cancelled.
93.	2019-03-26	Send the evaluations of Master courses to BIT-OC	Maria	Done.
94.	2019-04-30	Look for a teacher for the programming parts of M1	Maria	Update described under point 3. Will be continued.
95.	2019-04-30	Formulate a reaction concerning the language policy and send it	Luis	Done.

96.	2019-04-30	Formulate a reaction concerning the Master TER and send it	Luis	Done.
97.	2019-04-30	Send the template for the annual report of the BIT-OC to Luis	Maria	Update described under point 3. Will be continued.
98.	2019-05-28	Change the year cycle document so it starts in September.	Luis	New action point.
99.	2019-05-28	Add quality agreements money to the year cycle.	Luis	New action point.
100.	2019-05-28	Formulate a positive advice concerning the Bachelor TER and send it.	Luis	New action point.