

MINUTES BIT-OC MEETING

Date: Tuesday November 5th, 2019
Location: Carré 3244
Time: 12:40 – 14:00

Present: Luís Ferreira Pires (chairman), Niels de Groot (minutes), Maria Iacob (programme director), Marloes van Grinsven (programme coordinator MSc), Jan van Helvert (programme coordinator BSc), Marten van Sinderen, Adina Aldea, Nikki Zandbergen, Bernard Verheijen, Thomas Hogema, Laurence Arnold, Danique Lummen (education Inter-Actief)

Absent: Jos van Hillegersberg

1. Opening and Agenda

Luís opens the meeting at 12:44.

AUDIO

2. Announcements

a. Training opportunities

Luis has asked about training opportunities for the committee. The best option would, as discussed earlier, be a training with the whole committee. Luis will try to find a date for such a training in quartile 3.

b. TOM2.0.

This is progressing well. Maria had a meeting, explained our design and no problems have occurred. Luis says that the BITOC needs to have the test plans for all the modules as the BITOC has to formally approve that. Maria will make sure to send this plan to the BITOC.

AP Maria will send the test plan for all modules to the BITOC.

c. Marketing in Romania

Maria was in Romania for marketing activities and collected 150+ leads for Technical Computer Science and BIT. Maria is concerned about the inflow next year, but we will have to wait and see.

d. Double degree Munster

A delegation from Munster is visiting today and they will look further into the contents and organization of the degree.

e. Digital testing

Digital testing is taking off. If teachers have tests that have any potential to use digital testing, please

see if this is a possibility. Next to Therm, there are two more rooms that are suitable for digital testing.

f. **Module coordinator assistants**

There is money to hire people who will assist the module coordinator with the more mundane bureaucratic tasks, as they take a lot of time. Currently, this is still in progress.

g. **Module 1; preventing freeriding in project groups**

Math grades are quite bad, programming goes a lot better. Since Maria is programme director but also coordinating module 1. Due to the large number of students, there is quite some difficulty in handling all kinds of edge cases in, for example, project groups. In addition, several students are struggling to do their work, possibly due to personal circumstances.

Bernard says his housemate is studying Mechanical Engineering and there they do a short personal evaluation after every project to see if people actually contributed well enough. Nikki says that maybe it could be possible to use a tool that, like Google Docs, keeps track of what each group member contributes.

Adina says that during her module, she might want to let teams make a division of tasks on paper, with their names attached, so that afterwards one can check if that part was actually done and if not, who is responsible. Luis comments that this will create a lot more overhead, in which Maria agrees. Maria says that more closely monitoring had been tried and does not work as effectively as hoped. Furthermore, at the moment there is not enough manpower to take care of this.

3. Minutes and Action Points

- **Minutes 24-09-2019**

Page 1: Jos & Christiaan were set as present, they were not. Thomas replaces Christiaan, not Laurence.

Page 2: Mistake in interpretation, Laurence will still be involved with the action point concerning the student assistant pool. The part about module 6 can be nuanced. Pieces → parts in paragraph 5 of point 5. Rewrite 2nd sentence of that same paragraph. Adina was mistakenly put in the minutes as Doina, change throughout the document.

Page 3: Change 'audit' to 'UT audit'.

Page 4: Next meeting is on November 5th.

- **78: Student assistant pool:**

The point has been going on for a while, says Laurence, so he wonders where we should be going with this now. Luis asks if the student assistant pool is still a problem. According to Laurence there were difficulties, mostly for Master courses, where student assistants were needed. Bernard adds that the scope is quite hard to determine; do we want a website, database, etc? Luis says that we should probably try to just keep it light, so a database would be completely fine. Bernard states the question whether someone who has passed a certain course is then 'certified' enough to grade said course. This is confirmed by other committee members; someone may only grade if he/she has passed the course themselves. Concluding, it seems a lot of the scope is still unclear and should be further defined. Luis proposes to start with a simple database and see where it goes.

- **104: Discuss quality agreements document.**

The quality agreements will be discussed at the appropriate agenda point.

- **105: Remove or protect minutes.**

The committee will have to go back through older minutes up to some point (the past year is Luis' preference) to see if anything potentially privacy sensitive must be removed from the documents.

AP Luis will make a division between BITOC members to check older minutes for privacy sensitive content.

- **106: Discuss internal/external version.**

See description at 105.

- **107: Gather feedback from Master students.**

A document with results has been made available for this meeting.

- **108: BIT not being able to follow Math teaching minor.**

Maria has started some research to find out why BIT students are not allowed to follow the Math teaching minor, but no progress so far.

- **109: Discuss quality agreements document.**

The document has been discussed and feedback has been sent to the BITOC.

4. Institutional audit UT

After discussion with Mirande, Luis has learned that all other programme committees only have one version. As long as we keep the minutes objective and leave out any personal things, there should be no privacy issues. Luis is of the opinion that one version should indeed, in that case, be sufficient. Laurence comments that he wasn't there the last time but believes that we already iron out most of the personal things, so that should not be a huge problem. Maria asks if the website is now up to date.

AP Luis will check if the BITOC website is up to date.

5. Annual report BITOC 2018-2019

Luis has sent everyone the annual report of the BITOC of last year and asks if there are comments. Maria has a comment, asking if a teacher for Smart Industry has already been hired. Marten says that this could be fixed at the end of today, as they are awaiting a final decision to be made, after which he can start 1st of January or possibly earlier.

Laurence points out some minor mistakes: the year is wrong on page 2 and he asks if Luis can make the headings concerning TOM2.0 connected in a better way, showing that it is the same subject. Luis says there is a slight difference so prefers not changing it. Marten finally mentions that TOM and TEM are used interchangeably so that could be made uniform. Luis will process the necessary corrections and finalize the report.

6. Quality agreements

The student members have discussed the quality agreements and compared the final document with the survey that was done earlier at *Inter-Actief*. The feedback that was gathered on the quality agreements document is supplied in the document 'BITOC feedback on quality agreements'. Most of the things were correct, most feedback is concerning things that are either UT-wide and not faculty-related or are general points to consider, not related to quality agreements in particular.

AP Luis will forward the feedback document concerning quality agreements to the faculty board and ask them to react.

7. Feedback from Master students concerning feasibility of finding projects

Thomas has contacted six people to ask about this, of which four people reacted. The findings can be found in the attached document 'Master thesis inquiry'. Laurence asks about the exit survey from the Master, Marloes has asked about that but hasn't heard back yet.

Laurence adds that some people have a lot of problems, but others have no problem at all, so at this time it is difficult to see if we should act on this. Adina adds that the problem is not only that they cannot find a proper project, it is that it takes long. Luis says it could be wise to compile a list of internal projects, as these are always available. According to Marloes, most students do not want to have an internal project. Laurence proposes a solution: sending students a notification earlier on stating that they have to start searching for projects.

Adina asks if it would not be a good idea to create a Canvas where people can find projects. Marloes says that there already is such a Canvas page, but it might not be found by all students. Marten adds that *Inter-Actief* also has a page to find companies for projects, which apparently is not known by a lot of students either. Adina furthermore says that students have no idea what the research topics are, and it is advantageous to choose the same topic as for their thesis. Maria says that they have asked professional help from the CES department.

Marloes is working on a new website for Computer Science and asks to send a draft version to Laurence for some feedback. Laurence would be happy to look into it.

Luis asks if this is enough information for now or we want to investigate this further. Adina says that we should start addressing the issues mentioned here, and not fully put it away again. Laurence says it is on the year cycle so we should get back to it automatically.

8. Evaluations M-BIT quartile 4 2018-2019

Maria says some courses receive very low scores, even though, in the NSE, the Master has a good score. Can we conclude that the quality of the course is generally good, but there are organizational problems that make it a bad course? Adina adds that apparently mostly Dutch students are unsatisfied while international students generally give higher scores.

Architecture of Information Systems

Laurence says the score at 3.1 is quite spread out and wonders why this is the case. Unfortunately, there are no comments from students, so we are not completely aware. Marten has received the answers to the open questions but does not have them readily available.

Software Management

Very small sample size, so not very representative. The score is generally good though, Laurence can also vouch for that as he did the course quite recently.

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AP Maria will send the SEQ evaluations of module 4 and 8 to the BITOC for discussion during next meeting.

9. AOB

There is no other business to discuss.

10. Closure



Luís closes the meeting at 13:51.

The next BIT-OC meeting will take place on December 3rd.

11.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
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	Ongoing
104.	2019-09-24	Discuss the quality agreements document.	Student members	Done.
105.	2019-09-24	Ask Mirande to remove or protect the minutes of the BITOC that are currently available online.	Luis	Done. New action point created to review older minutes.
106.	2019-09-24	Discuss the idea of an internal/external version of the minutes with Mirande.	Luis	Done.
107.	2019-09-24	Gather feedback from Master students concerning the feasibility of finding projects.	Thomas	Done.
108.	2019-09-24	Ask for the reasoning behind BIT not being allowed to follow a Math teaching minor.	Maria	Ongoing.
109.	2019-09-24	Ask about the training opportunities for the committee.	Luis	Done.



110.	2019-11-05	Send full TOM2.0 test plan to the BITOC.	Maria	New action point.
111.	2019-11-05	Make a division between BITOC members to check older minutes for privacy sensitive content.	Luis	New action point.
112.	2019-11-05	Forward the feedback document concerning quality agreements to the faculty board and ask them to react.	Luis	New action point.
113.	2019-11-05	Send the SEQ evaluations of module 4 and 8 to the BITOC for discussion during next meeting.	Maria	New action point.