

MINUTES BITOC MEETING

Date: Thursday April 30th, 2020
Location: BlueJeans (online meeting)
Time: 12:40-14:00

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

1. Opening and Agenda

Luís opens the meeting at 12:46.

2. Announcements

a. Changing agenda

Luís proposes to move point 9 of the agenda to right after the discussion of the minutes, so that it will not be delayed another meeting. Other points may be moved if they are more relevant to discuss now, so that other points can be moved to a later meeting, if needed.

b. Study Tour

Maria announces that the Study Tour has been cancelled. Some students have already started working on it and right now it is not very clear whether this only concerns the actual trip or also the other preparation parts. It is also unsure if this means that the students can still obtain credits for it. Maria says that if students are willing to continue their research assignment that they could do so. Luís sees a complication, since the trip is a large part of the module. Maria says some credits are reserved for the research assignment, which students could still obtain. The situation is to be sorted out shortly.

c. Committee members

Nikki will probably follow-up her BIT Bachelor with a Computer Science Master programme, which would mean that she will not be continuing her work for the BITOC. The student members can look for a new member, according to Luís.

d. Student assistants

Adina had a talk with a student called Isabel about making an inventory of teaching assistants and that connects with our plans for the student assistant pool. Bernard and/or Laurence can contact her soon.

3. Minutes and Action Points

- **Minutes 04-04-2020**

Page 2: the sentence that states 'Nikki her module' could be clarified to 'the module she is following (BIT Inc.)'.

- **78: Student assistant pool:**

Laurence and Bernard will contact Isabel, as discussed in the announcement by Adina.

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

No updates at this time. All documentation about this was left at Joyce's office, so she will get back to this after corona measures are relaxed.

- **119: Contact Arend Rensink concerning module parts division M6:**

The division is clear now: there will be two parts, namely Mathematics and everything else. This division was chosen since it is a Computer Science module and they prefer not to split up courses. Action point concluded.

- **121: Include definitive version ROMP-EER 2020-2021 in agenda:**

Done.

- **122: Fix problems mailing list and remove previous members:**

Mirande has fixed the mailing list and has removed one former member from it.

4. Definitive version bachelor Guideline and Model EER 2020-2021

Luís asks Maria to explain if there are any important changes. Maria says this was sent to us for information and that we cannot demand changes to it unless absolutely essential. Luís comments that one of the biggest improvements to the document is that it states more clearly what kind of modules there are at the UT. Maria adds that half ECs are now also a possibility. Lastly, rules concerning rounding have been changed.

We will receive a document concerning the specific BIT Bachelor EER at a later time which will then be discussed extensively.

5. EER Master BIT 2020-2021

Section A: Faculty section

Marloes hopes that everyone was able to read the document. The most important parts that have been changed were the curriculum and confidentiality. Questions were also asked about the cum laude rules. It has been decided to keep the same rules as last year for now, and the discussion about whether or not we have a weighted average for cum laude has been postponed to next year. Luís asks whether his assumption that from now on a company can also request confidentiality during the project. Marloes answers that this wish has been there for several years, because of, for example, patents and unforeseen publications. Luís is not very happy about the confidentiality agreement, because universities are being paid by the government to do research and the results of that research cannot be published to the outside world if there is a confidentiality agreement. Luís would prefer to be transparent. According to Maria there are very few requests for confidentiality within the BIT programme, so that is not as big of a problem.

On page 6: Luís asks whether the change in definitions here was done to align with the Bachelor documents. Marloes confirms this and says more definitions will be added, for example, about who is and is not a senior examiner. Luís replies that this might be something to be cautious with since some of these rules may have unwanted effects. As an example, Luís mentions the case of a teacher who was not allowed to chair a committee since he did not meet the definition, though he was surely a senior examiner. Marloes adds that the definition is explicitly added so the general Examination Board can define who qualifies as such.

On page 11: there has been a discussion for several years about what exactly constitutes an exemption and when something is a change of programme. This mostly concerned variations due to the strict separation ('harde knip') rule

between Bachelor and Master. Previously, there was a rule that in case of an exemption, the student had to take another few ECs to make up for that. It turns out that we cannot ask students to do so, so this rule was removed. Other changes here are made for clarification of the existing rules.

On page 12: Luís asks if this concerns double degrees. Marloes says a double degree is where we also have a joint exam programme (one year at the UT, one year somewhere else, for example). In this case, students who do multiple degrees at the same time are meant (Computer Science and Math, for example). For this part, a change was made so that students should be admitted to both programmes.

On page 13: Laurence asks about A3.7, point 5, asking whether the current corona crisis does not show that this should not be so explicitly mentioned as to give the opportunity to let these presentations take place online. Luís is of the opinion that this should not need to be explicitly changed for exceptional circumstances. Maria says that they currently have a protocol for online presentations and the online presentations do not differ that much from real ones, except that the diploma is signed at a later time. The sessions are also still public in the sense that the link to the video room can be spread by the student to friends and family and other invitees.

On page 14: Marloes explains that companies like to have interns for a longer time, so that is why the term was stretched. Luís comments on the use of 'in general' and 'preferably'. In his opinion, regulations are strict, factual, and clear, and should be as specific as possible. Luís says to leave it as is, but to be aware of the implications. Marloes has made a note about it.

On page 15: Maria asks about the difference between examinations and test results since they are not rounded in the same way. Test results are, for example, the individual grades for written tests within a course (which, for the Master, are not in Osiris) and the exam results are the final grades for a course.

On page 18: Luís again comments on the use of 'in principle'. He would prefer things to be written so that it states "the maximum is ..." and then describe what should be done if the situation is different, so that the course of action is as concretely defined as possible.

On page 20: Marloes explains the changes on this page mostly concern wording and clarity, and some changes come from a change of organization within the faculty (which is why the Dean was replaced by the Faculty Board, for example).

On page 22: Luís highlights the fact that the responsibility of the BITOC is officially noted here.

Section B: Programme-specific section

General: the academic year at the top of the document should be changed to 2020-2021.

On page 8: Laurence mentions a spelling mistake in the added sentence. The word 'en' should be replaced by 'and'.

On page 9: the sentence concerning valuing differences between cultures has been removed since this is not explicitly included in the Master programme and is only implied in several courses. Jos asks whether anything concerning sustainability is addressed in the EER, since he believes we do address it. Marloes says this is not mentioned. Jos asks if that could be added to B1.2, point 4, provided that we can show this subject is apparent in our courses. Marloes says we should first inquire whether this is only apparent in Jos' course or throughout the programme.

On pages 12 and onward, the curriculum changes as discussed in earlier meetings are implemented, according to Marloes.

On page 16: Luis asks why the Study Tour was removed from the heading. Marloes does not recall why she did that and will change it back to how it was. She believes she might have removed it to create separate parts about internships and the study tour, but she will revert the change. Jos says his course on Information Systems for the Financial Services Industry was moved to Q3.

On page 18: Luis states that in article B5.2, the Dean is still mentioned, though this was changed in the rest of the document. Marloes comments she must have missed this one and will change it.

On page 22: Marloes explains the part about joint supervision still needs to be discussed and formulated properly.

The Master EER BIT 2020-2021 (section A & B) has been accepted by the BITOC.

AP Luis will send a letter concerning the acceptance of the Master EER

6. Detailed plan double degree UT-UMünster

The name of the double degree will be Information Systems & Data Science. Luis proposes to have something that implies Business included in the name as well. Maria proposes Business Information Systems and Data Science, which is favoured by most attendees.

7. Evaluation Bachelor and Master courses quartile 2 and 3 / corona situation

Agenda point moved to next meeting due to time constrictions.

AP Mirande will add the point *Evaluation Bachelor and Master courses quartile 2 and 3 / corona situation* to the agenda of the next meeting.

8. Final version of the BIT TOM 2.0 design

The document is done and can be shared with the BITOC. Maria is now working on the transitional agreements. She is of the opinion that all grades from this year that can be reused next year should be transferrable. Maria thinks this should be discussed with each and every module coordinator to see what the possibilities are to do this. Adina asks for clarification, saying that IEM is already letting students take subgrades for parts within a module to the next year, and asking whether this is what we will be doing as well. Maria confirms that is her intention, but it still needs to be discussed in detail.

9. BSA, Loose separation (*zachte knip*)

Maria says people might have heard that the government has temporarily announced allowing a loose separation ('zachte knip') instead of the usual strict separation ('harde knip') between Bachelor and Master. This concerns the transfer to a Master while still having Bachelor courses open. Currently, the regulation allows students to start a Master and finish their last ECs from the Bachelor until September 1st, 2021 at the latest. Currently, the UT is working on their implementation and regulations that come forth from the government rules.

Agenda point moved to next meeting due to time constrictions.

AP Mirande will add the point *BSA, 'zachte knip'* to the agenda of the next meeting.

10. Definitive version bachelor Guideline and Model EER 2020-2021

Agenda point moved to next meeting due to time constrictions.

AP Mirande will add the point *Definitive version bachelor Guideline and Model EER 2020-2021* to the agenda of the next meeting.

11. AOB & questions

Maria asks if there is any news about relaxation of the corona measures on campus yet. Jos comments that you are able to put in a request to visit your office and pick up things, but you cannot work there. Luís says there is a possibility for people having to use the labs to start doing so again starting next week, under strict conditions.

Marloes says that she and Maria have a deadline to send the letter of the BITOC tomorrow, so she is asking Luís to send the letter to her by email as soon as possible. Luís confirms he will do this.

Thomas asks if the course evaluations are moved to next meeting, and whether they have already been received. Luís confirms that the agenda point has been moved and Marloes adds that the Q2 evaluations were already received long ago and Q3 evaluations should come in at the beginning of May.

12. Closure


Luís closes the meeting at 14:10.

The next BITOC meeting will take place through BlueJeans on May 28th.

13.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 <i>Inter-Actief</i>	Bernard, Laurence	Ongoing
108.	2019-09-24	Ask for the reasoning behind BIT not being allowed to follow a Math teaching minor.	Maria	Ongoing.
119.	2020-02-27	Contact Arend Rensink concerning the division of module parts for module 6.	Maria	Done.
121.	2020-04-02	Include the Definitive version Bachelor Guideline and Model EER 2020-2021 in the agenda for next meeting again.	Mirande	Done.
122.	2020-04-02	See if the problems with the mailing list can be fixed and remove previous members.	Mirande	Done.
123.	2020-04-30	Send a letter concerning the acceptance of the Master EER	Luís	New action point.
124.	2020-04-30	Add the point <i>Evaluation Bachelor and Master courses quartile 2 and 3 / corona situation</i> to the agenda of the next meeting.	Mirande	New action point.



125.	2020-04-30	Add the point <i>BSA, zachte knip</i> to the agenda of the next meeting.	Mirande	New action point.
	2020-04-30	Add the point <i>Definitive version bachelor Guideline and Model EER 2020-2021</i> to the agenda of the next meeting.	Mirande	