UNIVERSITY OF TWENTE.

FACULTY OF ELECTRICAL ENGINEERING, MATHEMATICS AND COMPUTER SCIENCE

MINUTES BITOC MEETING

Date: Thursday May 28th, 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, Marten van Sinderen, Thomas Hogema, Nikki Zandbergen, Bernard Verheijen, Laurence Arnold, Gustas Matijosius (candidate member BITOC), Willem Schooltink (candidate board Inter-*Actief*)
Absent: Danique Lummen (education Inter-*Actief*)

1. Opening and Agenda

Luís opens the meeting at 12:42.

2. Announcements

a. Candidate board Inter-*Actief*
Willem Schooltink has joined on behalf of the candidate board of Inter-*Actief*. He will take over Danique's responsibilities from September onwards.

b. Committee members
Gustas Matijosius will replace Nikki, who is leaving the BITOC. He introduces himself and is present this meeting to see how things work at the BITOC. Laurence announces he will leave at the end of the year too and says he has already sent the vacancy to Marloes and Inter-*Actief*.

3. Minutes and Action Points

- **Minutes 30-04-2020**

Page 1: At the section Study Tour, it says 'the trip is a large part of the trip' which should be 'the trip is a large part of the module'. Furthermore, Nikki will not *continue* but will *follow-up* her Bachelor BIT with a Master TCS.
Page 3: At page 22: change the word 'our'.
Page 4: Bernard asks if there should be a translation of the 'zachte knip' in the agenda point name. Luís agrees this should be changed to 'loose separation' and 'strict separation'.

- **78: Student assistant pool:**

Laurence explains that they received an email from Isabel about a similar project to our pool. Laurence has contacted her, given her information and she was quite happy with it. Laurence says the action point can be removed and a new action point can be created for clarity. Maria adds that a new employee was hired to provide administrative support for modules (Wendy Donnelly), and she says it could be wise to put her in charge of the student assistant pool. Laurence will contact Wendy to discuss.

AP   Laurence will contact Wendy Donnelly about the student assistant pool.

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Maria also adds that having Wendy now may make it possible to arrange student assistantship for international students, which was more difficult earlier.

- **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.

- **123: Send a letter concerning the acceptance of the Master EER**
Done.

- **124: Include evaluations in agenda:**
Done.

- **125: Include BSA, zachte knip in agenda:**
Done.

- **126: Include Definitive version bachelor Guideline and Model EER in agenda:**
Done.

4. Evaluation Bachelor and Master courses quartile 3 / corona situation

All courses were evaluated very positively, according to Maria, possibly even better than usual (on campus). Overall, Maria is happy with these results because students seem to really appreciate what has been done in the third quartile.

Adina adds that even though the ratings were good, the comments still did contain a lot of feedback concerning the effects of corona. However, nothing shocking came up, which is great. Jos agrees and adds that he was surprised to see the grades were quite similar to the traditional (not open book) test. Niels participated in Jos' module and says the open book test has let him feel like he learned a lot more now that knowledge was mostly applied and not only learned by heart, and would recommend Jos to continue this next year. Marten says he was positively surprised by the positive effects of online testing and open book testing. Nikki also confirms that she believes for such a module as Jos' open book tests would be suitable. BIT Inc. also took place in quartile 3, which was also very positively evaluated, according to Maria. There were some comments concerning the difficulty of the course, but overall, it was very positive.

Discussion on the Master evaluations is moved to next meeting.

AP   Mirande will add the Master evaluations of Q3 to the agenda of next meeting.

5. BSA, loose separation Bachelor-Master ('zachte knip')

Maria thinks it is best to align with the decisions of the UT. Students may start Master courses while still having to obtain 30 ECs for their Bachelor. The only thing that BIT has specifically added is that *at least* 15 EC out of these 30 ECs have to be within the academic year 2019-2020. Marloes adds that completing the Bachelor should always have priority over the Master courses.

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

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Luís wonders whether this document is definitive, since it looks like a template for section A which every programme can still adjust. Maria says she is not sure, but BIT never bothered to change section A in the past. The programme management promised to clarify this point soon.

7. Bachelor BIT EER 2020-2021

Joyce explains that very few major changes have been made. A table has been added describing all the modules and their study units. Joyce has added the new course codes for as far as these are already known. Luís says confusion may arise concerning the module names of module 2 ('Software Development' for BIT, something similar for TCS). Maria says TCS will use quite a different name, something like 'Software Systems for Computer Science', so she does not think this will be a big problem. Luís lastly mentions that module 2 is an elective module in the Advanced Technology (AT) programme and Maria should not forget to address the collaboration with AT. Maria and Arend should decide which version of the module (TCS or BIT) will be offered to AT.

The table about the in-depth minor modules has been taken and adapted from the previous version. Joyce is still awaiting some course codes for this overview.

Luís asks whether at 1.3.2. (about the minor profile) point 4 and 5 should be combined. Another comment concerns point 5b under the same heading: it is unclear when/whether a minor must not fall within the field of Computer Science or may fall within the field of Computer Science, Business Administration or Industrial Engineering and Management. Maria argues that the first one holds for internal UT minors and the second one concerns exchange minors only. Luís and Maria both prefer to remove point 5.b.i completely, as Computer Science can still be a paradigm shift for BIT students and should thus not be prohibited. Luís says that there is already a list of approved minors, so that list can be used to conclude whether certain modules can or cannot be taken by BIT students as minors. The only situation in which the list does not provide a conclusive answer is when students combine different course from different modules under TOM 2.0 to fill their minor.

Luís asks, concerning section 3.3, point 3 on page 8, if our sessions were not public. Maria says this is about tests specifically. Students are free to join lectures, but to get the credits for the course they should be admitted to the test first. Maria thinks the confusion can be fixed by replacing 'sessions' with 'tests'.

Nikki has some questions: on page 2, something is stated about 'particular IT systems'. Nikki wonders what kind of particular IT systems are meant. Luís says it is mostly about topics that students are not taught in detail during the programme. Nikki says the paragraph could be rephrased to make it less vague. Another question is about the primary goal of the Bachelor, which is stated to be preparation for a Master. Maria says she can rephrase this to refer to both main goals: preparing for the job market *as well as* preparing for a Master. Marten suggests adding both of them as objectives, but not stating whether one is more important than the other. Luís comments that if you say these goals are equal, we will need to do a lot more professional development, so we should be careful. Nikki says that she understands, but the current phrasing reads as if starting in the field is not a possibility after having finished the Bachelor. Final conclusion: Maria will see if the phrasing can be changed.

Nikki asks why, in the table on page 3, 'supervision' is needed. Luís says that this difference is probably between Bachelor and Master. For Bachelor students, they can do it under supervision. If you finish your Master, you are capable of doing it independently.

Next question: the number of credits needed to start the final semester does not include honour credits. Maybe this clause should be changed to specifically mention '120 credits from the core programme' (meaning: modules 1-8). Nikki furthermore asks whether cum laude should always be requested and is otherwise not awarded (as stated in section 4, point 2). This is confirmed by Joyce.

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At section 5, Nikki comments that the second condition already includes the first one, so section 5, point 1 can be removed altogether. Then, on page 11 it is stated that additional requirements apply for admission to the TCS Master's programme, but Nikki never heard of any such requirements. Marloes says that this whole asterisk could be removed for now, which is agreed upon by Maria and Luís.

Lastly, Nikki comments that section 7 was already mentioned as a problem by Maria last year. Maria says that LISA has started pilots using MacBooks in the meantime. She also states that it could be made more explicit in this section that the programme is not responsible for any problems occurring due to the use of a non-UT laptop.

Luís comments that article 3.7, point 1 should include "except in the cases mentioned under point 2". Luís furthermore says that article 3.8, point 4 could be made more general, stating 'programme management' instead of 'programme director'. "It should be noted that the distinction of cum laude is never awarded automatically (…)" should be changed to "The distinction of cum laude is never awarded automatically (…)".

<u>The BITOC gives a positive advice concerning the Bachelor BIT EER 2020-2021.</u>

AP   Luís will send a positive advice letter before June 11th.

8. AOB & questions

Evaluations
Jos states that he is concerned about the response rate for module evaluations which is always quite low. He believes it might be a small number of students that is vocal about their opinion, so teachers may be changing the programme based on the feedback of only a very small partition of students. The BITOC discusses several alternatives to increase response rate for evaluations, which ends with Luís stating that it should always be voluntary for students to participate. Jos then explains that a useful idea could be to start each module with a changelog, explaining what things from previous evaluations have been taken into account. Niels adds that the OEC is also planning on explicitly pointing students towards EvaSys evaluation forms more often, in addition to their panel evaluations.

Registrations 2020-2021
Maria says that, looking at the Bachelor registrations for next year, the weighted number for BIT is ~155. This is an increase of 50% with respect to last year. The biggest increase is for non-Dutch students. In contrast with the Bachelor, the number of Master students outside the EER has decreased. This is probably because of the registration fee that was put in place for these students last year. At this moment, 31 candidates have been accepted for the BIT Master starting September 2020 and several dossiers are still open for assessment. Marloes adds that corona also has an effect, which can be seen in the number of students that start the application but do not finish it.

OEC Panel evaluation reports
Niels says that in the past, the reports from panel evaluations were shared with the BITOC. This has not been done for some time for no clear reason, but the OEC is wondering whether the BITOC would like to receive these documents. The BITOC members confirmed that they would like to receive these reports. Niels will communicate this to the OEC so they can make sure the appropriate documents reach the BITOC.

New name OEC

Niels announces the OEC will rebrand and start using a new (English) name starting September. More information about this will be communicated to the programme management, module coordinators, the BITOC and other stakeholders in due time.

Corona in September
Gustas asks if there is any information on how BIT will handle education in September, given the corona situation. Maria says that she wants to do testing on campus. For all other things, they will see what is possible on campus and activities that are not possible or desirable on campus it will remain online. Hence, lectures may still be online, but the situation is changing rapidly so no completely accurate predictions can be made at this time.

9. Closure

Luís closes the meeting at 14:18.

The next BITOC meeting will take place through BlueJeans on July 2nd.

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10. 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~~	~~Cancelled.~~
108.	2019-09-24	Ask for the reasoning behind BIT not being allowed to follow a Math teaching minor.	Maria	Ongoing.
123.	~~2020-04-30~~	~~Send a letter concerning the acceptance of the Master EER~~	~~Luís~~	~~Done.~~
124.	~~2020-04-30~~	~~Add the point *Evaluation Bachelor and Master courses quartile 2 and 3 / corona situation* to the agenda of the next meeting.~~	~~Mirande~~	~~Done.~~
125.	~~2020-04-30~~	~~Add the point *BSA, zachte knip* to the agenda of the next meeting.~~	~~Mirande~~	~~Done.~~
126.	~~2020-04-30~~	~~Add the point *Definitive version bachelor Guideline and Model EER 2020-2021* to the agenda of the next meeting.~~	~~Mirande~~	~~Done.~~
127.	2020-05-28	Contact Wendy Donnelly about the student assistant pool.	Laurence	New action point.

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128.	2020-05-28	Add the Master evaluations of Q3 to the agenda of next meeting.	Mirande	New action point.
129.	2020-05-28	Send a positive advice letter before June 11th.	Luís	New action point.