

## MINUTES BITOC MEETING

Date: Thursday October 29<sup>th</sup>, 2020  
Location: Microsoft Teams (online meeting)  
Time: 12:40-14:00

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**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), Adina Aldea, Thomas Hogema, Bernard Verheijen, Gustas Matijosius, Deepika Jangamguravepalli Bramhanandareddy

**Absent:** Jos van Hillegersberg, Marten van Sinderen, Willem Schooltink (education Inter-Actief)

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### 1. Opening and Agenda

*Luís opens the meeting at 12:45.*

### 2. Announcements & correspondence

**a. Transfer grades TOM2.0**

Maria says they started to transfer grades from TOM1.0 to TOM2.0 for the courses that now have their own separate study unit.

**b. Lockdown**

There are signals that a new lockdown might be stated, which will cause problems for the Math tests. All other tests do not seem to be a problem in that case. There are plans for hybrid education but if a lockdown is to occur, this will be delayed.

**c. Coordination module 8**

Maria has tried to arrange for Robin Effing to take over module 8, but as he is only working part-time and cannot extend his tasks at this point. This creates a bit of a problem, as the new iteration of the module is coming up and preparations need to be made. Maria indicates a plan B will be looked into.

**d. Programming line year 1**

Wallace has taken over the coordination of module 2 and has prepared everything, including some new tools. In module 1 there was a vacancy since Joke van Staalduinen will retire. Therefore, Wallace has taken over her part in module 1 and he will also take over the programming parts of module 4. Maria is happy that this creates a continuous experience in the first year.

**e. Redesign academic skills**

Joyce is working on a redesign of the academic skills line. However, she will soon go on maternity leave and a new coordinator will take it over from her.

**f. Open Days**

The Open Days will take place online on the 12<sup>th</sup> and 13<sup>th</sup> of November.

**g. Website BITOC**

Our website is okay in terms of structure, but minutes of this year are missing. It would be good if these can be added. The BITOC does not have any bylaws. The other programme committees have that, so Luís proposed to use the bylaws of Technical Computer Science for inspiration to define our own. Thomas asks if this is required and Luís says that this is the case.

**AP** Luís will send a proposal for bylaws to the BITOC before next meeting.

**AP** Mirande will add the missing minutes to the BITOC website.

**h. Quality agreements**

During a meeting with the EEMCS vice-dean of education and the other programme committees chairmen, Luís was informed that there will be a report with the results of the quality agreements so far, which will be shared with all programme committees. Luís will send the report and the original plan as soon as the report is available, so the BITOC can check this accordingly. Any evaluation points or suggestions for the future from the BITOC will be then forwarded to the faculty.

Luís asks Maria and the BITOC members whether they think the process the BITOC follows regarding the evaluation of quality agreements is appropriate, or whether they want to use the more extended approach of Technical Computer Science. The TCS PC requires from the module coordinators a reflection on the evaluation, but according to Thomas this is something that the BITOC should only do if necessary, but not standard. The other members seem to agree.

**i. Student opinion on online education**

Luís asks to receive an update on students' opinions on online education, and specifically what their preferences are regarding the division between physical and online education. Gustas says that he believes the Math courses are the most important things to take place physical. Other things are certainly possible to do online, but teachers should look critically at their testing as, of course, cheating has to be prevented, but many teachers increase the difficulty and/or length disproportionately. Deepika says she agrees with Gustas and adds that she feels the laboratory of the Simulation course, which she is participating in, could have been online. According to Maria, not enough teaching assistants were available to make this possible.

Luís asks if he can summarize the opinion of the BITOC by saying testing should be done physically as much as possible, to which the BITOC agrees. There are other issues as well, but has the highest priority. Adina asks if the university is obliged to make online testing available for students with health problems who are therefore not able or willing to participate physically. Maria says there are corona resits available for students who miss a test, and there is no obligation to offer an online alternative to physical tests at all times.

j. **Correspondence: CEEP**

Niels explains that the OEC has changed its name to CEEP (*Committee for Education Evaluation Panels*) so that they have a more international character. Furthermore, this rebranding has been used to evaluate whether students and staff are satisfied with the work done by the committee. A survey about this will be sent in the beginning of the second quartile to students and staff.

### 3. Minutes and Action Points

- **Minutes 01-10-2020**

Page 2: Florian Haan should be spelled Florian Hahn.

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

Joyce is not present today, so the action point remains in progress.

- **133: Invite new staff members for an introduction round:**

Jos is not present today, so the action point remains in progress.

- **134: Send Gayane Sedrakyan information on his course Model-driven Engineering:**

Luís sent the information and has planned a meeting with her to discuss how the courses can profit from each other.

- **135: Look into training opportunities for the BITOC:**

Luís has contacted CELT and will soon discuss with the company organizing the trainings about the wishes of the BITOC.

### 4. Annual report BITOC 2019-2020

Adina asks whether Maria should be included in the members under 'Others'. Luís says that Maria should be included indeed. Niels suggests also including Willem Schooltink as candidate board of *Inter-Actief* as he started participating in the meetings around April 2020. According to Thomas, Christian had already left the committee before 2019-2020. Furthermore, there are some remarks concerning spelling and grammar which Niels will send to Luís separately.

**AP** Luís will process the comments and publish the annual report.

The BITOC approves the annual report of 2019-2020 taking the mentioned changes into account.

### 5. Elsevier "Beste Studies"

Maria says this report was obtained some time ago, but the results are very good for the Bachelor (74, previous year: 70) as well as the Master (75, previous year: 70). She believes it is weird that we cannot be a top programme as we cannot be compared to any other programme in the Netherlands. According to Maria, we could give them a list of similar programmes to be compared with so we can actually be in the compared ranking. Compared with the other programmes within the UT, BIT programmes also score pretty well, so all in all the programmes are improving and students seem to appreciate them. Maria does want to highlight that the scores do not yet reflect TOM2.0 and the changes in the Master programme. Maria is ambitious about reaching scores of >80 in the future.

Luís asks what the most important improvement point of the survey is. Maria says that communication can be improved significantly. Bernard says he does not experience the communication as bad, so he cannot say too much about it. Thomas says that some things may be confusing if you are not somehow involved in the programme organisation by, for example, being a BITOC member. He mentioned that some students thought the graduation project was very unclear. They did not know if they had to find a company and a supervisor themselves. Thomas says more info about this in the previous academic year would be helpful so that the students can prepare themselves further in advance. Luís adds that he believes there might also be an expectation problem in the first year, as BIT students often collaborate with other programmes and they are either provided information that does not apply to them, or they lack information. He hopes that by separating module 1 and 2 this problem will be somewhat tackled. Maria clarifies at this point that the communication problem is mainly at Masters' level, although the Bachelor does not score too well either but is better. Luís and Marloes point out that the students do not have a long-term memory, so it will take some time to see the results of the recent changes. Marloes says she believes a lot of the problems have been solved over the past two years.

## 6. AOB & questions

Adina announces that she will go on maternity leave after this BITOC meeting and will be out of office for a few months. She thanks everyone for the great time and lessons learned and hopes to return to the committee around March.

Thomas says the presentation for the Master final project was just discussed briefly. He says that having an earlier presentation would be very nice, after which Maria asks when these presentations should take place. Maria suggests Q2 and Q4 and Marloes says they have now been planned somewhere around that time. She also plans to have such a presentation in the beginning of Q1 for people starting in February. Thomas believes this would be a helpful addition. Marloes discusses the informational web pages of the Master programme and says that if there are any problems with information there she should be informed.

Maria says a lot of students ask her for companies where students can do a project. Marloes says she has a list of such companies, but she just has to clean it up and publish it in an appropriate place. Marloes will ask the BITOC members for help or feedback if necessary.

## 7. Closure

*Luís closes the meeting at 13:45.*

The next BITOC meeting will take place on December 10<sup>th</sup>.

## 8. 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.

<b>Nr.</b>	<b>Date</b>	<b>Subject</b>	<b>Leader</b>	<b>Status/deadline</b>
<b>108.</b>	2019-09-24	Ask for the reasoning behind BIT not being allowed to follow a Math teaching minor.	Joyce	Ongoing.
<b>133.</b>	2020-10-01	Invite new staff members for an introduction round.	Jos	Ongoing.
<b>134.</b>	2020-10-01	<del>Send Gayane Sedrakyan information on his course Model-driven Engineering</del>	Luís	<del>Done.</del>
<b>135.</b>	2020-10-01	Look into training opportunities for the BITOC	Luís	Ongoing.
<b>136.</b>	2020-10-29	Send a proposal for bylaws to the BITOC before next meeting.	Luís	New action point.
<b>137.</b>	2020-10-29	Add the missing minutes to the BITOC website.	Mirande	New action point.
<b>138.</b>	2020-10-29	Process the comments and publish the annual report.	Luís	New action point.