

### MINUTES BITOC MEETING

Date: Thursday January 28<sup>th</sup>, 2021  
Location: Microsoft Teams (online meeting)  
Time: 12:40-14:00

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**Present:** Luís Ferreira Pires (chairman), Maria Iacob (programme director), Marloes van Grinsven (programme coordinator MSc), Tirzah Dekker (programme coordinator BSc a.i.), Jos van Hillegersberg, Marten van Sinderen, Thomas Hogema, Bernard Verheijen, Gustas Matijosius, Willem Schooltink (education *Inter-Actief*)

**Absent:** Niels de Groot (minutes secretary), Joyce van Baaren (programme coordinator BSc), Adina Aldea, Deepika Jangamguravepalli Bramhanandareddy

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#### 1. Opening and Agenda

*Luís opens the meeting at 12:45.*

#### 2. Announcements & correspondence

##### a. New Master BPM&IT

Maria mentions that Open Universiteit started a new Master on Business Process Management and IT and the BIT programme was asked whether they could approve the inclusion of this Master in our assessment cluster. Maria believes this should not be a problem. If BITOC members have any reasons to object, please let Maria know. Luís asks if Maria was aware of the creation of this Master in advance, as usually existing Master's are asked whether there are any objections. Maria says this is the first time she has experienced this. She also says the programme is targeting a different market, so it is not a full competitor.

##### b. Mobility & studying abroad

The Executive board has stopped all exchanges abroad until at least March 15. Earlier, students could go on exchange at their own risk. Now, if students still decide to go abroad, the UT will not recognize the ECs. Maria thinks this is odd and disagrees. There are several students who got everything ready in order to start abroad and only shortly in advance the UT suddenly decided not to give permission. Tirzah adds that students who are already abroad will still receive their ECs. In one case, Maria has proposed the solution of allowing the student to receive ECs for the exchange, given that they stay in the Netherlands and follow all courses online. Maria asks whether the BITOC approves this solution.

Marten indicates he can support this solution. Bernard says it is not ideal, but it is the next best thing. Willem asks if the university will financially support students that had to cancel last-minute because of the short notice the UT has given them. Maria says she is not aware of such a policy and says that students were already strongly discouraged to plan an exchange.

##### c. Panel meetings complaint

Maria has received a complaint from Fons regarding the way panel meetings are organized within the Bachelor. Maria adds that, earlier, she also felt it was unclear how these were organized, by whom

they were organized, who were invited, and what would happen with the minutes afterwards. This was in contrast with the organization of panel meetings of the IEM programme. The style of IEM is very inclusive and well-organized. Maria advises the BITOC to have an open discussion on panel meetings in one of the next meetings. At IEM, all teachers from the module are invited. At BIT, the meetings are organized by students for students and sometimes not even the module coordinator is present.

Jos indicates that he often combines the panel meetings of IEM and BIT as his module is a combined one. Maria says more and more modules are BIT only, so a good structure for those is needed as well. Luís says the BITOC needs more information; they need to know who is organizing them and what structure is currently in place. Luís says he has not experienced problems in module 2 which he used to teach, since this module had a combined evaluation of BIT/TCS. After the evaluation, Luís received a copy of the report before it was published. Luís says that, to him, it was all very transparent. Maria says this was a computer science module. Willem adds that for BIT and TCS the same committee, the CEEP (Committee for Education Evaluation Panels), is responsible for the panel meetings.

Maria says that she may be wrong, so she will discuss with Willem soon. Luís adds that it would be good to get more information from Fons to really understand what went wrong in his evaluation. Apparently, Fons also indicated that nobody had signed up for the panel. Marten says Fons may have forgotten to make an announcement, because you usually receive an email from the CEEP beforehand with an announcement message that can be placed on Canvas. Jos comments that Fons is right in saying that IEM is more structured, since BIT just has a different practice which is somewhat last-minute. According to Jos, there is room for improvement. Luís says that in his module, he could pick the date. Probably Fons was expecting the committee to take more responsibility on their own, but this needs to be sorted out.

#### d. Master vision UT

Maria sent documents about the Master vision of the UT to the BITOC. There is a new UT-wide Master vision around challenge-based learning, interdisciplinarity, how we have to transform our Master curriculum to include societal challenges and how to let students design their own education. Maria believes that the BIT programme already covers most of these issues. The challenge-based learning does give her headaches though because she is not sure how this would fit into the Master well. Not every course is suitable for this way of learning. Jos gives some good examples of challenges that are present, such as a Hackathon in BPIL. Maria says the vision goes even further and aims at integrating large societal issues in a challenge-based format, which can or should be solved in an international context. Maria does not want to play too much with the courses, so she wants to implement the concept in a way that is not disruptive. She finds it preferable to include one real challenge-based part in some courses and leave the rest of the courses as is.

Luís says that quite some courses already fulfil these requirements. In Luís' opinion, *challenge-based* should first be defined. Afterwards, we could see which courses already fit this definition and go from there. Maria says that after the pandemic is over, she intends to organize a teaching afternoon session where there will be possibilities for a brainstorm. Marten says the definition of challenge is a bit vague, as education does not necessarily have to be connected to large societal issues to be challenge-based. According to Maria, however, the requirements are not exclusive, so it should be challenge-based, as well as deal with societal issues and should also be interdisciplinary.

**e. Changed BSA regulations**

The BSA regulation for freshmen has been changed from 45EC to 40EC due to corona. The requirement of passing three Math components still remains.

**f. New Master students**

There are about twenty students that will start the Master on February 1<sup>st</sup>. According to Maria, this is encouraging as the inflow in September was quite disappointing. Maria says the February inflow of 2021 is higher than usual (usually 10-15). Luís says it seems some students have been delayed from September to February. Thomas asks about nationality and Maria says six out of twenty are Dutch, all others are international students.

**g. COVID cases BIT**

Maria says there have been three reported cases of COVID-19 within BIT. None of these students have had contact with other students and they were not on campus while infectious. Thomas asks how these numbers are counted. Maria says they count the number of people who indicate they have been tested positive to the study advisor. Thomas comments that in that case there are probably more cases, but they were not communicated to the study advisor. Maria agrees, as students are not obliged to report this to the study advisor.

### 3. Minutes and Action Points

- **Minutes 10-12-2020**

Page 3: Guyane -> Gayane (twice, first line of the paragraph about Low Code Master course and in the AP as well)

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

Maria says they contacted someone about the minor and were asked to prepare some documentation. This action point is superseded by action point 141.

**AP** Maria & Tirzah will produce documentation to request participation of BIT in the Math teaching minor.

- **137: Add missing minutes to website:**

Mirande says she has added the missing minutes to the website. The minutes that have not been approved by the BITOC are not published yet. This action point has been concluded.

- **140: Add missing minutes to website:**

Duplicate of action point 137. This action point was dismissed.

Thomas asks Jos about action point 133 ("Invite new staff members for an introduction round") whether all new employees were already invited. Jos says he believes all of them were present last meeting. Luís says that if any new members should need an introduction, Jos is welcome to invite them. Maria adds that the BMS faculty is still looking for five more new staff members.

### 4. BSA requirements reduction from 45 to 40 EC

See Announcements, point e.

## 5. Course assessments in corona times (online/offline, proctoring systems)

There was a discussion in the EEMCS education steering group about the faculty-wide policy regarding testing. Before, testing was one of the main things we really wanted to do on campus. The reasoning for this was that students should have the right to fair and reliable testing and students were willing to come to campus for tests. So, the policy was: tests on campus unless it was not possible. However, the university has now received signals that students rather like having tests online and are not at all that willing to come to campus. Maria asks whether the policy could change to “test online, unless” in which case some clear reasons should be mentioned. This would mean that if there are enough arguments to let a test take place physically, it can take place physically, but the standard would be online. Maria ends her introduction by saying there are only a few courses which rely heavily on physical testing, such as Math and Programming.

Willem says that he does get more questions from students about why they have to come to campus for certain tests, especially if there are no clear reasons for having a physical test. This has, according to him, indeed shifted from the beginning of the year, where students did not have so many problems with physical testing. Currently, students are more reluctant. Gustas says that Maria states there was a lot of fraud earlier and asks Maria how that is determined. Maria says the built-in features of Remindo make it quite easy to analyse fraud. Eventually, the teacher has to determine whether the fraud is significant, and the exam board can then determine whether the test should be retracted. There are numerous examples available from the past year.

Maria says test should be designed in a way that fraud is very hard to commit. Jos says that in his Multi-Agent course a majority wanted to go to campus for the test. Jos was not so worried as the testing at Therm was very well-organized. A few students had symptoms, and those stayed at home. Jos says he believes equal playing ground is very important, so as long as it can be organized well, physical tests are preferred. Luís has some difficulties with online examinations. Maria said that online testing is okay if you can guarantee that students will not commit fraud, but that is quite a challenge, according to Luís, which causes quite some stress for lecturers. Luís would therefore prefer physical exams as well. Exams can be done in Therm with Chromebooks, for example, and the process is very good, and you have more guarantees that fraud is prevented. Thomas adds that he has definitely heard bad stories about online fraud monitoring, so physical exams also have his preference. Bernard agrees and says he feels quite safe going to an exam. We should, however, be aware that some students may feel less safe and the situation is completely different if someone actually has symptoms.

Marten adds that he heard stories from students who are temporarily living with their parents again and had to come to campus for an exam. Maria says this is even worse for international students who wanted to go home or have already gone home again. Jos says he had one student doing his exam from India. There are not that many edge cases, so you could work out a solution. Marten says that that does mean the playing field is not level anymore. Jos replies by saying he let the digital and physical exam take place at the same time. Maria asks if he is proposing two versions of an exam: one for those with a good reason to take the exam remotely and a normal version taking place physically if possible. Jos confirms.

Maria asks if this would mean that proctoring should be used. Jos says that he thought the current UT policy was not to use proctoring, but he also heard something about a new proctoring method that would be less intrusive. However, that does not seem to be approved and introduced yet. Luís concludes by saying that Master courses tests are easier to do online than Bachelor courses. Maria replies that the main issue is that the complaints mainly come from Bachelor students. She concludes by saying she has heard enough and will take the opinion of the BITOC into account.

## 6. Quality agreements

Some time ago, a meeting took place with representatives of the programme committees, the vice-dean of education of the faculty and quality assurance. It was then agreed a report would be written about the quality agreements and their execution so far. The execution has been checked by the NVAO and they said that the measures were not concrete enough. According to Luís, that is why this additional report was necessary. Luís asks the committee members if they had any comments.

Thomas says it was not really clear what response was asked from the committee members, but with the explanation of Luís it is clear now. Thomas believes the measures are in line with the indication of focus points that was discussed earlier on. Luís says that if members did not have enough time and/or did not understand what feedback they were asked to give, this agenda point could be moved to next meeting, so there is more time for preparation. The committee is in favour of moving this agenda point to next meeting.

**AP** Miranda will include quality agreements in the agenda of the next meeting.

## 7. Evaluation master courses

Maria says all evaluations seemed pretty good. Luís is inclined to agree but wants to hear the opinion of the students. The courses evaluated are: Multi-Agent Systems, Enterprise Architecture and E-Strategizing. Thomas says he agrees that the courses have a good or even increased rating with respect to last year.

For E-Strategizing, Robin Effing is currently coordinating, though Ton Spil is still involved. This evaluation is even better than last year. Last year, some feedback was that the course was very practical so improvements regarding more academic background were discussed. Apparently, the changes were satisfactory, according to students.

For Multi-Agent systems, Thomas has some remarks. The reading list was quite late and not clear in the beginning, which was also mentioned in the feedback. There was supposedly a Canvas announcement during the exam, which was confusing, and Thomas personally did not see the announcement during the exam. Furthermore, the feedback on the project was relatively late. Jos reacts that there were some changes in staff during the course and there were more unexpected factors that had an effect on the course. Jos promises they will take the feedback into account in the next editions. He also mentions the possibility of dropping the course. Thomas concludes that the course generally was very good, so dropping it is definitely not necessary.

## 8. Evaluation and action points BITOC training

Bernard says he did not attend the training at the time, but he did watch the recording. He felt it was very interesting and believes it would be helpful to future BITOC members to watch before executing their tasks in the BITOC. Thomas says he thought it was good to know how the BITOC fits legally within the law and within the University of Twente. One of the practical things that Thomas thinks will be of use is to include for each agenda point whether it is informing or for approval, or something else. Luís did not get around to fixing this for this meeting, but if this is indeed something that needs to be implemented, Luís promises to look into it.

**AP** Luís will look into the implementation of labelling agenda items as informing/for approval/etc.

Luís was a bit disappointed though. He thought the training was interesting and that the coach was good, but he hoped to learn more about how the BITOC could work better in practice. One of the things that Luís did find useful was the recommendation to formulate advice in a more content-related way, instead of just stating whether a positive or negative advice is given. Luís does not completely agree with this, because he believes that, in the end, the programme

management wants to know whether the BITOC approves a certain decision or not. However, having a discussion on this matter was helpful to him.

Marten says that the operational impact was not so clear, but it was a very helpful overview to him. Luís says the first goal was to clarify what the BITOC officially does, what role the BITOC has and within which legal framework it works. This goal was satisfied, according to Luís. However, the second goal, "how can the BITOC work better?", was not completely achieved. According to Marten and Thomas, this is something that can still be found out in practice.

According to Luís, the coach did generally mention that the BITOC is well-organized and structured. Maria says that this might mean there is not necessarily that much more to improve, however, Luís does not agree. Maria concludes by asking whether another training should be planned at some point or maybe even at a set interval. Marten says he is open to letting future trainings still be open to existing members. Luís says that at some point in the future another training could be considered, but for now the recording is still there and can be reused. In the end, a consensus does not seem reached on what interval is suitable for trainings, but Maria's last proposal was to "organize a training once every two or three years", which was not met by a lot of disagreement.

## 9. AOB & questions

### **TOM2.0**

Jos says that, since TOM2.0, he has received a lot of requests from students all over the UT to only participate in certain parts of the module. Maria says there is no clear policy on this. As soon as a component is declared a separate study unit, it is open to anyone. However, Maria can close certain study units for students who are not from the standard study programmes. If any teachers have components or complete modules that should not be available to students outside the standard study programmes, they should inform Maria. This also holds for general questions and feedback regarding TOM2.0.

### **Lunch at BITOC meeting**

Thomas asks if there would be a possibility of delivering some lunch to BITOC members' houses for next meeting(s). As physical meetings have not taken place for a while, some budget should be left. Luís says that he will ask Mirande about the possibilities.

**AP** Luís will ask Mirande whether lunch could be delivered to BITOC members in future meetings.

## 10. Closure

*Luís closes the meeting at 14:03.*

The next BITOC meeting will take place on February 25<sup>th</sup>.

## 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.

<b>Nr.</b>	<b>Date</b>	<b>Subject</b>	<b>Leader</b>	<b>Status/deadline</b>
<b>108.</b>	<del>2019-09-24</del>	<del>Ask for the reasoning behind BIT not being allowed to follow a Math teaching minor.</del>	<del>Tirzah</del>	<del>Transferred to action point 141.</del>
<b>137.</b>	<del>2020-10-29</del>	<del>Add the missing minutes to the BITOC website.</del>	<del>Mirande</del>	<del>Done.</del>
<b>139.</b>	<del>2020-12-10</del>	<del>Send Guyane a course description form.</del>	<del>Marloes</del>	<del>Done.</del>
<b>140.</b>	<del>2020-12-10</del>	<del>Niels will ask Mirande about missing minutes on the website.</del>	<del>Niels</del>	<del>Duplicate of 137. Action point dismissed.</del>
<b>141.</b>	2021-01-28	Produce documentation to request participation of BIT in the Math teaching minor	Maria & Tirzah	New action point.
<b>142.</b>	2021-01-28	Ask Mirande whether lunch could be delivered to BITOC members for future meetings.	Luís	New action point.