

## MINUTES BITOC MEETING

Date: Thursday, 29 September 2025

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Location: RA 1247

Time: 12:44 – 13:58 hrs

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**Present:** Gayane Sedrakyan (Chair), Marcos Machado (Committee Member), Florian Hahn (Committee Member), Faizan Ahmed (Programme Director), Farida Elsadany (Minute Taker), Iris van Duiven (Programme Coordinator, Master), Valeri Andreev (Student Member, Master), Matthijs Jansen op de Haar (Student Member, Bachelor), Gerrit-Jan Mollenhorst (Student member, Bachelor), Joao Rebelo Moreira (Committee Member), Matthijs Kedde (InterActief)

**Absent:** Sylvia Potsman (Secretary), Wendy Donnelly-Stockentree (Programme Coordinator, Bachelor)

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### Opening and Agenda

Chair: Dr. Gayane Sedrakyan

Opening at 12:44

The Chair opened the meeting at 12:44. The agenda was approved. A new student adviser from Interactief, Matthijs Kedde replacing Daniel van Andel, joined today's meeting. Gerrit-Jan joined online. Valeri announced that he will propose the committee a new student member .

### Clarification of Previous Minutes and Review of Action Points

The committee reviewed the minutes of the previous meeting and confirmed that all members were aligned with the record. No comments or corrections were raised. The committee then discussed the ongoing action points. For Action Point 229, it was noted that the secretary has not yet received the required information for fixed items proposed by the bachelor program coordinator to be included in the agenda, and that evaluations from previous quartiles are still missing, including M5 that was not discussed in previous academic year; the Chair will advise whether this item should remain open. Action Point 233 (M7 course level information, including overlap & complementary analysis) remains in progress, as teachers are still working on the relevant module and the topic will be revisited in the next meeting. A committee member inquired whether, if the content is not ready and reviewed by the start of the module, the intention is to retain the previous year's setup. The Program Director responded that this would not be the case.

### Assessment Form for Research Topics and Thesis

The discussion started with the research topic and thesis assessment form proposal by the program management. The Program Director explained that in the research phase both supervisors must determine whether the proposed topic is suitable for continuation into a thesis. The first supervisor is responsible for assigning the grade, while the second supervisor's role is to validate the quality and relevance of the topic. The assessment form will be revised to make it more uniform across programs. The same applies to the thesis assessment form, which has already been implemented in practice. One observation from a

committee member based on the comments received during the accreditation was that differences (BIT x CS) should be very clear. Last BIT accreditation, we got comments that although the level of our student's final work was good, they did find that the topics were too diverse and covered a whole spectrum, which made it hard to make out the specific BIT profile. They felt that some skewed really towards CS and had hardly any BIT angle, whereas others leaned too much towards BA, and they did not always cover what we claimed was BIT at the interface of both.

A committee member observed that the expectations for teachers are sometimes unclear. The Program Director responded that at the start of every academic year an email is sent to all teachers containing the relevant instructions and materials. The Chair commented that the current thesis rubric feels overly detailed and that the grading scales could be more concrete. It was agreed that committee members will provide written feedback and suggestions to program management for refinement.

### Use of Generative AI and Green Light Meetings

The committee discussed the topic of generative AI in thesis as part of an open brainstorming session. The Program Director noted that there is currently no fixed approach to managing AI-generated content in student work. He shared that he holds a "green light" meeting before the formal thesis defense in which the ownership can be tested. This meeting functions as an informal oral examination where students must demonstrate understanding of their research and methods before proceeding to the final stage. The Chair agreed that this can be a viable approach, and that in this case, if no formal alternative is considered, the supervisors should be made aware / be proposed that they can use pre-defense meetings in this way. The Program Director indicated that he can propose to the examination board to formalize this step within the thesis process. Student performance in both the pre-defense and final defense could then be evaluated based on their ability to respond accurately and confidently to questions.

### Evaluations Master courses

The Program Director provided an update on course evaluations from recent quartiles. Overall, the results have been positive, but in some courses borderline scores were observed, particularly in areas related to clarity of assessment criteria. In these cases, instructors have been asked to reflect on the feedback and provide written notes on improvement plans for the following year.

The Chair stressed the importance of using evaluation results not merely as numerical feedback during committee discussions to tick off, but as a basis for continuous improvement. She emphasized that both quantitative data and qualitative observations from instructors should be reviewed specifically in cases where results indicate borderline or concerning aspects, so that the relevant instructor can be asked to provide feedback or an improvement plan. Student members noted that the response rate to evaluations remains low and that some students treat the surveys as a formality rather than an opportunity to improve the courses. The committee discussed ways to increase participation, such as dedicating a few minutes at the end of lectures for students to complete the evaluation forms. A committee member added that student feedback should be balanced with teacher reflections to ensure a fair and informed assessment of course quality. The Program Director agreed and explained that meetings are being held with lecturers to discuss outcomes, identify recurring issues, and share best practices.

The discussion then turned to the committee's current understanding of *quality* and how it is measured beyond SEQs, as SEQ results alone are neither sufficiently informative nor inclusive. This concern had been raised in earlier meetings, particularly regarding the need to define clear metrics for evaluating courses and

modules. Questions were reiterated, such as: In which cases should SEQ results inform decisions, and in which cases should they not? The committee noted that these issues often lack consistent criteria and a shared understanding. In some cases discriminatory comments were observed. It was agreed that additional and more objective methods of evaluation should be sought.

Based on the discussion and members' input, it was agreed that the Chair will prepare a written recommendation for the program management to follow up.

#### Module 1 and Module 3 Content Alignment

An overlap between M1/M3 was discussed in light of the new ILOs proposed in M1. The Chair highlighted the need to clarify that Module 3 focuses primarily on data warehousing, ETL processes, and SQL applications tailored toward business intelligence, rather than on database design and basic CRUD queries. She noted that sharpening the ILOs in this way would help present both modules more coherently, with a clearer distinction between them. The Chair also suggested considering the inclusion of predictive analytics in future iterations of the module. The Program Director confirmed that, for the current academic year, the module will continue in its present form, and any necessary adaptations to the ILOs can be implemented in the next academic year. The Chair added that, as she is involved in teaching, she will monitor how students perceive the ILOs across Modules 1 and 3 and use that feedback to inform potential adjustments for the following year. A student member noted that, while database concepts are introduced in Module 1, it would still be beneficial to revisit some foundational topics in Module 3 to ensure a smooth learning experience for all students, not only those with prior experience. The Chair and Program Director agreed, noting that the content in Module 1 is relatively basic. The Chair further added that the first tutorial in Module 3 is designed to help students catch up as needed, particularly since the module is delivered jointly with IEM, while maintaining more emphasis on data warehousing aspects within databases.

#### Teaching Assistant Allocation

The Program Director reported that teaching assistant numbers should be reduced by fifty percent compared with 2023 levels, which is essentially the same as last academic year. Coordinators who require additional support may approach the Program Director directly to discuss and justify their requests. Each request will be reviewed individually to ensure that resources are used efficiently.

#### Access to Shared Documents

A committee member participating online reported difficulties accessing the shared drive. The Chair will ask the Secretary to check permissions and make sure that all members have access to the shared files.

#### Closing

The meeting was closed at 13:58.

## Action Points list

<b>Nr</b>	<b>Description</b>	<b>Meeting</b>	<b>Responsible</b>	<b>Status</b>
227	Sylvia, please number the sent-in documents with corresponding points within the agenda. (This is to reduce the time spent searching for the corresponding documents.)	06-03-2025	Sylvia	Continuous
229	Sylvia, please include the fixed items from program management's yearly template to the agendas. Fix a day/time deadline with the program management to inform the committee of items on PM side.	06-03-2025	Sylvia	Pending
233	Faizan, provide more detailed and content-level information for M7, including assessment, overlap and complementary analysis.	15-05-2025	Faizan	Open
235	Sylvia, create meeting date proposals for the 2025-2026 academic year based on Wendy's annual program plan.	15-05-2025	Sylvia	New
239	Content-level information for Module 7 to be discussed in the next academic year.	23-06-2025	Faizan and Gayane	New
240	Upcoming evaluations of M5 (include the evaluation of last year too)	29-09-2025	Wendy	New
241	Propose a new student member	23-06-2025	Valeri	New
242	Gayane to invite Rom Langerlak (TCS) to the next BITOC meeting to present the math line design.	23-06-2025	Gayane	New
243	Provide feedback on research topics and thesis assessments forms	29-09-2025	Committee	New
244	Provide recommendations on the quality evaluation from improvements	29-09-2025	Committee	New
245	Ensure access to the new student member	29-09-2025	Sylvia	New

