Faculteit Elektrotechniek, Wiskunde en Informatica

Technische Informatica, Telematica

Bureau Onderwijszaken

To:	Members OLC CreaTe/HMI
From:	Barbara Spikker

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Concerning Minutes of the OLC CreaTe/HMI meeting nr. 5, 15 April 2011

Present committee members:	dr. E.M.A.G. van Dijk (chair), dr. M. Poel, Ing. P. van Passel, D.A.F. Mulder, I. Visser, T.J. Visser (vice-chair)
Others:	G.F. van der Hoeven (director), B. Spikker (support staff, minutes)
Absent:	dr.ir. C. Salm

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1.   Opening and announcements
Van Dijk opens the meeting at 11.00. Poel joins a little later due to a conflicting appointment.

Announcements
Van der Hoeven announces that at the moment 82 students have applied for CreaTe.

Computer Science	33 applicants.
Math	22 applicants.
Electrical Engineering	29 applicants.

Van der Hoeven also announces that the UT has signed a double degree agreement with Trento. The financial obstructions have been solved.
The rules for double degree students have to be incorporated in (and will complicate) the programme appendix of the OER

Van Passel announces that he will leave the UT. He has applied for a job somewhere else. He has asked colleagues if they want to take over his place within the OLC. They will think about it.

2.   Fixing the agenda
The agenda is fixed as proposed.

3.   Minutes programme committee of 17 February 2011
The committee wants to adjust the minutes at the following points
- Mentioning the position of Thonie van den Boomgaard in the minutes (page 1, announcements)…Thonie van den Boomgaard (director of education IO)...
- Change sentence, page 1…Thonie van den Boomgaard…..of IO and CreaTe this in the context of the new strategy of the bachelors.
- Dutch words will be put between quotation marks (e.g. "langstudeerders", page 2).

- Some grammatical changes. Van Dijk will mention the changes to Spikker after this meeting.

Points of discussion following the minutes
Page 1
I. Visser wants to know if it is already known if IO and CreaTe will be combined. Van der Hoeven explains that the both parties are reluctant to start working on a combination. But the new strategy of the UT suggests that the two programmes must be combined.

Page 2
It is decided that in principle a student member must attend the briefings for the OLC meeting. Each time it will be decided which student that will be.

Page 3
Van Dijk asks for clarification of the final paragraph. Van der Hoeven explains that the final draft OER will be presented for advice of the OLC in May.

Action
Action 5   is done and can be deleted.
Action 7   T. Visser asked M. Oude Veldhuis to join the OLC. Mark is thinking about it.
Action 8   will be put on the agenda of May.
Action 9   still unknown.
Action 10   will be discussed in May.

4.   Incoming/outgoing post
The OLC regulations are translated. The members decide that the Dutch abbreviation (OLC) of the Programme Committee must appear in the regulations in a footnote.

5.   **Current situation CreaTe**
Intake
CreaTe has an admission interview with all students who apply. In the past intake events were organized for groups of students, where interviews were combined with projects. The number of applicants this year makes it impossible to combine interviews with projects. On the 6th of June the first intake interviews will be conducted. The applicants must also write a letter with motivation.
Applicants from abroad must also write a letter and their intake will probably take place on the day of introduction.
Tutors/staff
The tutors will do the intake but because of the large number of applicants more tutors are needed. 1 tutor can supervise 12 students so roughly 7 new tutor groups must be formed. The staff members who have been tutors this year will continue to supervise their students in the second year.
Van der Hoeven tries to recruit tutors and lecturing staff from the various departments in EWI. There is interest within Math, Electrical Engineering (mainly from Nano-technology) and Computer Science (Telecommunication). Also within behavioral sciences there is interest. Van der Hoeven did not yet visit IO. He mainly searches within EWI. About 15 persons are needed in different kind of jobs within CreaTe.
Facilities
Next year SmartXP will be available for education. In 2012-2013 there will be further discussions about SmartXp as a research lab. It is not yet known yet where CreaTe will find its facilities.

6. Programme-specific part of the OER Creative Technology 2011 - 2012

The proposal has been already discussed before but there are some changes again.

The projects in the 1st year are the same, but their volume has been made smaller.

There is a change in the way Dynamical Systems and Mathematical Modelling are organized. There has been a discussion with the teachers and there is much to gain if those courses will be given interwoven. The teachers are working on that idea. The only requirement is that there will be an interim examination at the end of each block. So 3 interim examinations lead to one final mark for Dynamical Systems and similarly for Mathematical Modelling.

There is some difference in table 4: tests in Dynamical Systems and Mathematical Modelling. Van der Hoeven mentions that this is not binding and if the OLC suggests to take an interim examination in Block 2a then he will discuss that with the teachers but Van der Hoeven thinks that the teachers have made well-considered choice of this examination.

What happens if a student misses the examination in one of these blocks? Is it possible then to make a final assessment? According to Van der Hoeven in the OER is mentioned that interim examinations will be valid for one year and at the end the examination board can decide otherwise.

Is it possible to resit the interim examination? It is only possible to take the entire examination and no parts.

Systems & Signals was a 1st year course. That course appeared to be a problem for the New Media track. The intention is to have 2 courses of System & Signals in the second year. One for New Media track and one for Smart Technology track.

Mulder wants to know what if you don't pass for your portfolio is it possible to resit or do you have to write a larger essay? Van der Hoeven explains that you have to prove to the tutor that you have reached your goal. There is no examination. You will be graded if your portfolio is finished.

There is difference in the way of working between the tutors. Some tutors are precise and others have less demand. This can be a problem for students. It is al well-known problem and they look for a solution.

Block 1B tends to become heavier compared to the other blocks but maybe Sketching will be changed in volume.

There are some questions about the literature of Dynamical Systems. Will it be used next year even though the teacher is retired? Is the new lecturer already known? Van der Hoeven answers that a successor has not been found yet. After the meeting I. Visser will hand her remarks about the literature to Van der Hoeven.

Second year Create

The added schedule is not correct. It is decided to skip this part.

OER CreaTe

There are some concerns about the 1st generation CreaTe students. For them transitional arrangements must been made because the programme has been changed this year. Van der Hoeven wants to discuss this with Mulder and I. Visser outside this meeting. E.g. Graphic Design will be taught different next year and will be larger. The study workload will be higher because of this.

CreaTe has no student progress evaluation "bindend studieadvies". However there are guidelines for CreaTe students. They have to obtain 2/3 of the total amount of EC's.

The difference between student progress and the guidelines for CreaTe is that programmes with a formal student progress evaluation can terminate the enrollment of students who do not meet the requirements, while the CreaTe guidelines only forbid students to take second year courses.

Next meeting the OER will be discussed again especially the elective courses and transitional arrangements.

For the coming 3rd year students (the pilotgroup) individual arrangements will probably be made because it is very difficult to make a programme for about 5 students.

7.   Programme-specific part of the OER Human Media Interaction 2011 – 2012
There are changes especially the part of the Graduate School. The programme mentor and others will adapt the text where necessary. The regulations for Trento double degree students will also be incorporated in the OER.

On the last page an error has been made. It should be "Programmes submitted for approval after 1-9-2010, must contain the mandatory Computer Ethics unit.

8.   Questions
None

9.   End
At 12.10 Van Dijk closes the meeting. Van Passel is thanked for his efforts and they wish him success in his new job.

Action

7. finding an extra student member for the OLC preferably a HMI student	Mark Oude Veldhuis has been asked	Visser, Visser, Mulder
8. other elective courses on the agenda of April. 1 should have something about ethics and profession responsibility		Van der Hoeven
9. how to keep evidence for e.g. a project		Van der Hoeven
10. OER on the agenda in May		Van der Hoeven