

*Faculty Electrical Engineering, Mathematics, Computer
Science (EEMCS)*

Creative Technology, Human Media Interaction

Bureau of Educational Services

To: Members PC CreaTe/HMI

From: Barbara Spikker

Reference: EW113/CreaTe/1744bs Date: 17 April 2013

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CreaTe/HMI 23.doc

Re: **Minutes of the PC CreaTe/HMI meeting no. 23, 9 April 2013**

Committee members present: Dr. E.M.A.G. van Dijk (chair), Dr. C. Salm,
M. Poel, D.A.F. Mulder, J. Kolkmeier,
S.N.J. Gerritsen

Others present: Dr. E.J. Faber (Bachelor coordinator), B. Spikker
(support staff, minutes)

1. Opening and announcements

Van Dijk opens the meeting at 3:00 p.m.

Announcements

Salm says she must leave the meeting on time.

Due to the absence of Van der Hoeven, there are no advance registration figures available.

Faber reports that the information days were fairly well attended. About 20 students for each session. This probably had to do with the registration closing date for CreaTe on 15 April.

2. Setting the agenda

The agenda is approved in its current form.

3. Minutes programme committee of 12 March 2013

The minutes are approved without any amendments.

Action points:

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| Point 56 | Modular system still inoperative, so for the time being this point remains. |
| Point 58 | letter has been written and will be sent shortly. |
| Point 59 | is on this agenda and may be removed. |
| Point 62 | has been dealt with. Action point may be removed. |
| Point 63 | Van Dijk has only received a response from Van Bruinenberg, from the OOC (Education Commissioners Consultation) (see Point 62). OER will be back on the agenda in May. Leave the point as it is. |
| Point 64 | Van Dijk verbally informed the lecturer about this. Action point may be removed. |
| Point 65 | Van Dijk verbally informed the lecturer about this. Action point may be removed. |
| Point 66 | unknown due to absence of Van der Hoeven. Leave the point as it is. |

Point 67 Unknown due to absence of Bruinenberg. Leave the point as it is.
Point 68 Programme is not yet known. Leave the point as it is.

4. Incoming/outgoing mail

Incoming

Minutes OOC about draft OER

This is now available for information and will be incorporated in the OER documents in May.

Outgoing

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5. Course Evaluation Q1 and Q2 Creative Technology

Poel addresses the meeting. The Creec figures were available later and are therefore not included in this summary. Creec has evaluated several subjects.

Poel explains how the table was produced. Perhaps the questions can be examined more critically so it is, for example, easier to see whether a programme is easy to study, etc.

In quartile 2 it is striking that there is a difference in the figure for Sketching between the afternoon and morning group. This is because the afternoon group has done this subject twice.

It is decided to put the course on the agenda in May again so that the Creec evaluations can also be included.

6. TOM

Module 1 : We CreaTe Identity

The module team still needs to develop the document properly to include how the learning objectives can be assessed and how the figures are produced.

Module 2: Smart Environment

Faber explains. Courses are broken down so there are many small parts. It is also commented that:

- Assessment and appraisal must be elaborated in more detail.
- Resits are now incorporated by means of the supplement assessment.

Faber also explains how the study advice is realised. Lecturers will discuss the students together with the tutor and the module coordinator will report to students on the findings.

The OLC notes that the Numerus Fixus is open until 1 October, but can students then still enroll? Faber will contact Reidsma (module coordinator) to find out what he thinks about this.

Faber also notes that in September – at the start of the next academic year – 160 project rooms will be available 8-10 for students.

7. Questions

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8. End

Van Dijk closes the meeting at 4:15 p.m.

9. Actions

| Action point | Status | Action taker |
|--|--|---------------------|
| 56. As soon as modular system is up and running, take critical look at resit procedure. | | All members |
| 58. Draft letter to lecturers relating to importance of subject evaluations. | Van Dijk and Faber will discuss this with one another | Faber/Van Dijk |
| 63. Examine draft OER and make comments known to Van Dijk. Van Dijk will combine these and report to Van der Hoeven. | OER will be back on the agenda again in May. Leave the point as it is. | All members |
| 66. Check with communication what the policy is on performing surveys. | | Van der Hoeven |
| 67. Ask Higher Education Information Guide about how results are determined. | | Van der Hoeven |
| 68. As soon as HMI programme has been completed, invite Heylen for an explanation | | Van Dijk |
| 69. Subject evaluations on the agenda in May including Creec evaluations | | Poel, Faber, Mulder |
| 70. Contact Reidsma about later student enrolments | | Faber |
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