

To: Members PC CreaTe/HMI

From: Barbara Spikker

Reference: EW113/CreaTe/1641bs Date: 20 March 2013

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CreaTe/HMI 22.doc

Concerns Minutes of the PC CreaTe/HMI meeting nr. 22, 12 March 2013

Committee members present: Dr. E.M.A.G. van Dijk (chair), Dr.ir. C. Salm,
M. Bruinenberg, D.A.F. Mulder, J. Kolkmeier
Others present: Dr. G.F. van der Hoeven (director), Dr.ir. E.J. Faber
(Bachelor coordinator), B. Spikker (support staff,
minutes)

1. Opening and announcements

Van Dijk opens the meeting at 15:10.

Announcements

Salm says she must leave the meeting at 16:30.

Van der Hoeven reports that 79 preliminary enrolments have been received to date, 28 are Dutch, 17 are German and the rest are non-European. Four of the non-European and only one Dutch have so far forwarded their file.

Of the 79 preliminary enrolments, 35 are women, suggesting that CreaTe is of particular interest to women.

2. Setting the agenda

The agenda is approved in its current form.

3. Minutes programme committee of 12 February 2013

The minutes are approved without any amendments.

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Action points:

- Point 56 Modular system still inoperative, so for the time being this point remains.
- Point 57 Van der Hoeven has passed on the names. Salm wonders who is organizing the composition of the disciplinary council. Van der Hoeven reports that this is primarily a decision for the Dean.
- Point 58 Letter has still not been written. Point remains.
- Point 59 Information must still be collated first. Point remains.

- Point 60 On second thoughts this was not seen to be a good idea. Point may be deleted.
- Point 61 Is on this agenda. Point may be deleted.

4. Incoming/outgoing mail

Incoming

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Outgoing

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5. Draft TER

A considerable number of comments on the Draft Teaching and Examination Regulations (TER) have been made by the exam committees (Bachelor) Mathematics (TW) and Computer Science (INF). Bruinenberg remarks that also the OEC (Program Evaluation Committee) has made quite a few comments (primarily textual), which he will email to the PC members.

It is the intention that the PC advises the faculty council/Dean on the TER.

Mulder wonders whether article 5.8 para. 3 is feasible. Van der Hoeven feels it is, because the final result is an average of the component tests taken throughout the module.

It is agreed that if members have any comments, they will forward these per e-mail to Van Dijk, who will collate them and pass them on to Van der Hoeven before next week.

6. TEM Evaluation BMT and EE

Salm explains the report. Various persons have been interviewed and this is a reflection of their thoughts. This is more for information purposes and more suited to module teams. A discussion commences on Requirements, Projects, and Skills.

7. Introduction Modular system

Van der Hoeven is given the floor.

The set-up of the modular system has also been discussed by the exam committee, who had few comments albeit that it would like to see that an examiner is assigned to each module. The PC would like to see that the examiner is one of the module's lecturers.

A meeting has meanwhile been convened with regard to the first module. The lecturers will reconvene next month. Some progress has been made but nothing has yet been finalized. Reidsma has said he is prepared to be coordinator of the first module. An examiner still has to be found. The name of the first module (We create identity) will also probably change. A form describing the first module (including learning objectives) still has to be put to the PC but will be sent tobefore the next meeting of the PC.'

Van der Hoeven is also busy with set-up of the second module but getting a team together is proving difficult.

8. Changes in education

E-mail Heylen courses MSc HMI in future years

Van Dijk explains.

User studies – this course is laborious (checking report) and has too much of an optional character, which means that its duration is too lengthy for some. Some of the skills are repeated in the HMI project, but it is also an elective within MMI. With User studies being discontinued there will be fewer options to choose from.

The PC endorses this as it is known that programme changes are being made within HMI.

Advanced Graphics is not an essential programme component as it is no longer a research topic. It is also an elective and not linked to a central learning objective.

The PC does remark that transitional measures should be introduced for the changes.

Speech and Language Processing 1

The learning objectives have been reformulated. The PC endorses this.

Master HMI

Van der Hoeven reports that the Master's programme will be revised. The current programme is outdated, there are changes in staff, the intake of CreaTe students is still insufficient and must be taken into account and HMI is the HCID entry point with regard to EIT. These are the reasons to thoroughly overhaul the current programme. If possible this should be carried out by September, but it will be difficult.

As soon as the programme is ready, Heylen will be invited to explain it in detail.

9. Options Guide for Higher Education (Keuzegids Hoger Onderwijs)

The student members of the PC do not recognize the judgement of the guide and are interested to find out on what it is based. They were not approached for the survey, although many students did receive the National Study Survey.

Bruinenberg will contact the Options Guide about this survey. Van der Hoeven will get in touch with the communications department and find out what the policy is if one wants further information on this kind of survey.

10. Questions

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11. End

At 16:40 Van Dijk closes the meeting.

12. Actions

Action point	Status	Action taker
56. As soon as the modular system is up and running, take critical look at the 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
59. In March on agenda (if possible) subject evaluations 1st semester.	Will be put on agenda in April	Poel, Mulder and Faber
62. E-mail minutes PEC re textual comments to Draft TER.		Bruinenberg
63. Scrutinize Draft TER and pass on comments to Van Dijk, who will collate them and inform Van der Hoeven.		All members
64. Inform Heylen re changes but transitional measures should be introduced.		Van Dijk/Van der Hoeven?
65. Inform Theune on agreement proposal SLP 1		Van Dijk
66. Inform with communications department what policy is on receiving further information on surveys.		Van der Hoeven
67. Check with Options Guide for Higher Education (Keuzegids Hoger Onderwijs) re its findings.		Bruinenberg
68. As soon as HMI programme is ready, invite Heylen for explanation.		Van Dijk