

To: Members PC CreaTe/HMI

From: Barbara Spikker

Reference: EWI13/CreaTe/1865bs Datum: 30 May 2013

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**Concerns Minutes of the PC CreaTe/HMI meeting no. 24, 14 May 2013**

Committee members present: Dr C. Salm, M. Bruinenberg, D.A.F. Mulder (Vice Chair), Dr M. Poel, ing. P. van Passel, J.. Kolkmeier  
Others present: Dr G.F. van der Hoeven (Director), Dr E.J. Faber (Bachelor Coordinator), B. Spikker (support staff, minutes)

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### **1. Opening and announcements**

Mulder (Vice Chair) opens the meeting at 15.00 hours. Bruinenberg has to leave early.

#### *Announcements*

Salm announces that she has to leave the meeting at 16.30 hours.

Bruinenberg announces that the Higher Education Guide uses data from the National Student Survey. We cannot change that.

Van der Hoeven announces that as of 15 April, the enrolment for CreaTe is closed. Six applications were received after this deadline. The selection procedure has now started. DUO has to be informed in two weeks.

Of all 119 preliminary enrolments, 84 included a file. 74 students have already been interviewed. One student who had submitted a preliminary enrolment after the deadline was interviewed. One person has already withdrawn, one person has sent in a file but has not responded to the invitation. Several interviews will also be conducted via Skype.

One student of 74 interviewees has withdrawn after the interview. Van der Hoeven is anticipating an intake of 70 to 75 students.

Of the 73 students, 44 are Dutch, 6 come from other European countries and 8 from the rest of the world.

22 students are female, which is less than the third the educational programme had aimed for.

### **2. Setting the agenda**

Item 8 will be passed on to the next OLC. This is replaced by "Accreditation HMI".

### **3. Minutes programme committee of 9 April 2013**

The minutes are approved adopted without amendments.

as a result of

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*Action items:*

Item 56	Module system is not up and running, so this item remains on the agenda for now.
Item 58	Documents have been sent. This item can be removed.
Item 63	Is on this meeting's agenda. This item can be removed.
Item 66	Enquiries have not been made, but Bruinenberg has found out some information. However, UT does not undertake any action in the case of negative surveys. This item remains on the agenda for now.
Item 67	see under notification. This item can be removed.
Item 68	is passed on to the next meeting.
Item 69	is passed on to the next meeting.
Item 70	Entry will be hard, because the projects will have started by then. It is possible, but it is advised against. DUO reports that universities have to be able to place students until 1 October. However, in the case of the module system, this will be difficult. The change in legislation states that students may only enrol in one educational programme.

#### **4. Incoming/outgoing mail**

##### ***Incoming***

- *course description Research Topics*

This should be taken as read as a result of a previous notification regarding the description Research Topics.

##### ***Outgoing***

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#### **5. Education and Examination Regulations**

##### *TOM Education and Examination Regulations*

Van der Hoeven reports that the TOM Education and Examination Regulations is not finished yet. The educational part is still missing and the 2<sup>nd</sup> and 3<sup>rd</sup> year is not known yet.

Many details have to be added to module 2. The module team will convene for the first time next week in order to discuss module 3 and 4.

Salm notes that this should be ready before the 1<sup>st</sup> student arrives. Students should know what is going to happen in the 2<sup>nd</sup> and 3<sup>rd</sup> year. Van der Hoeven notes that the new programme will not deviate much from the current programme. However, the detailing of the modules and the assessment are not ready yet. The contents are not ready yet.

Furthermore, van der Hoeven is busy detailing the supplementary assessment (resit). This will be further discussed in the meeting in June.

##### *Educational programme-specific Education and Examination Regulations*

Little has been done about this. The 1<sup>st</sup> year subjects have been removed and transitional arrangements were made. Van der Hoeven explains why Portfolio has been replaced by Statistics & Probability.

##### *Romp Education and Examination Regulations*

This document is for information purposes only. The Board has decided to base all educational programmes on the new education. No foundation year or 3<sup>rd</sup> resit opportunity has been included.

Master HMI

The programme will not be ready in time for the upcoming academic year. The current Education and Examination Regulations will serve as guidelines and will be further discussed in the next OLC.

## **6. Module description and scheduling Module 1 and 2**

### *Module 1*

Reidsma is called up and welcomed. Reidsma reports that a coordinator is responsible for the organisation of the educational programme and the examiner is responsible for the results obtained. These positions could be filled by one and the same person. However, this is advised against. It is desirable to involve the examiner/coordinator to be selected in the module.

Reidsma further notes that the table with the number of hours spent has not been checked and provides a further explanation of the document attached. A 'module manual' will be developed, so that students know what will be assessed. The other wish is that in the lecturer meeting, it will be discussed which student will be eligible for a resit. Reidsma would like the lecturers to pass on in week5/6 which students may run into problems. The form this will take is not yet known.

### *Module 2*

For this module, module coordinator Scholten was supposed to attend, but due to family circumstances, little to nothing has been done in this area. This item will be passed on.

Faber notes that a special book is required for mathematics in the first quarter with an access code with a particular ISBN. Additionally, a Toolkit is compulsory. However, not until the 2<sup>nd</sup> block. Faber is in favour of immediately purchasing this.

The OLC finds the description good and clear.

## **7. 'charcoal sketch' CreaTe TOM year 1 and 2**

Reidsma notes that there is cohesion in the blocks.

Block 1 We Create Identity	creating independent students
Block 2 Smart Environments	general project skills
Block 3 Living & Working Tomorrow	teaches students to be creative and apply ideas.
Block 4 Have Fun and Play	an intentionally free project. They have to be able to achieve something with all resources. They must be able to affect something.

Additionally, some changes are discussed, such as the shift of Statistics and the partial abolishment of Dynamical Systems.

This document is for us, the module coordinator and the lecturers who are responsible for components in the module. This document is not intended for students.

Reidsma is thanked for his explanation.

## **8. Course Evaluation Q1 and Q2 Creative Technology**

This item will be passed on to the next meeting. It is replaced with another item, namely 'Accreditation HMI'.

### *Accreditation HMI*

This year, HMI will be accredited. On 24 and 25 October, the accreditation committee will visit us. The committee will also want to talk with members of the OLC.

The text for the self-assessment regarding the accreditation will be written by Langerak in view of the fact that INF must also be accredited. Van der Hoeven and Heylen will provide documents and the task of OLC is to assess if they agree to that. Van der Hoeven proposes to set up a sub-committee which has to keep a few days free for the accreditation. Poel, van

Dijk, Kolkmeier and Gerritsen, if needed, are the representatives of HMI in the OLC. They will be the points of contact for Langerak and will receive documents they have to assess.

**9. Questions**

Poel asks if an accreditation planning will be drawn up. Van der Hoeven will contact Langerak about this.

Reidsma wants to know if INF should be involved in a module. Van der Hoeven would like this and will contact Langerak about this.

**10. End**

At 17.10 Mulder closes the meeting.

## 11. Actions

Action item	Status	Action-taker
56. as soon as the module system is up and running, the procedure regarding resits should be critically reviewed.		All members
59. in March on the agenda (if possible) subject evaluations 1 <sup>st</sup> semester and include Creec evaluations, if possible	This will be placed on the agenda in April, May and June.	Poel, Mulder and Faber
66. ask Communications what the policy is regarding follow-up to surveys.		Van der Hoeven
68. invite Heylen for explanation when HMI programme is finalised.		Van Dijk
71. look at supplementary assessment	In June on agenda	Spikker
72. HMI Education and Examination Regulations (old version is updated)	In June on agenda	Spikker/Van der Hoeven
73. discuss module 2	In June on agenda	Spikker/Scholten
74. contact Langerak regarding accreditation planning in connection with the sub-committee	Sub-committee are the members of the OLC	Van der Hoeven
75. discuss if INF wants to participate in CreaTe modules. Contact Langerak.		Van der Hoeven
76. assess thinks regarding the upcoming accreditation		Poel, Van Dijk, Kolkmeier, Gerritsen