Faculty of Electrical Engineering, Mathematics,
Computer Science (EEMCS)
Creative Technology, Human Media Interaction

Bureau of Educational Services

To: Members PC CreaTe/HMI

From: Barbara Spikker

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Subject   Minutes of the PC CreaTe/HMI meeting no. 26 September 2013

Committee members present:	E.M.A.G. van Dijk (chair) Dr. C. Salm, M. Poel, D.A.F. Mulder, J. Kolkmeier, F. Lammers
Others present:	Dr. G.F. van der Hoeven (Director), B. Spikker (support staff, minutes)

1.   Opening and announcements
Van Dijk opens the meeting at 09.00 a.m.

Announcements
The new generation of students has started. There are currently 77 first-year students. There are also 2 students who have switched studies, and who still have to be registered, provided that they have been registered by DUO in view of the Numerus Fixus.
53 are Dutch, 13 are German, 8 of other European origin and 3 non-European. 30 of the 77 are females.
In comparison: Last year there were 74 first-year students. The percentage of foreigners has fallen slightly. The percentage of woman, however, has risen again.

70 of the 77 underwent a selection interview.

BSA
8 of the 74 first-year students ended the course prematurely (before 1-2-2013). 63 received positive advice, the advice for 1 person was postponed (due to circumstances, however, she did not re-register). 1 of the positive BSAs switched to IBA.
This means there are currently 62 second-year students. Ca. 15 students opted for Smart Technology and the rest for New Media. What is noticeable is that many students want to include parts of the other specialisation in their profile and they want to do this simultaneously.
Van der Hoeven comments that if large numbers of students can do all this extra work, then perhaps the curriculum should be reexamined. This subject will be returned to at a later date **(action Van der Hoeven).**

48 first-year students achieved their first-year certificate ('propedeuse').

2.   Setting the agenda
The agenda was approved as it stands.

3.   Minutes of the programme committee dated 11 June 2013
The minutes were approved without further comments/remarks.

Action items:

Item 56	Module system is not up and running, so this item remains on the agenda for now.
Item 66	Some of the data were obtained from the national survey of students. Van der Hoeven would like to see the questions asked in this survey. Van der Hoeven suspects that this will be discussed in the UCO. This item can be removed and will be altered to form a new action item.
Item 74	planning accreditation process was a slipshod affair and certain matters have already dealt with. This item can be removed.
Item 76	runs together with item 74. Is on this agenda. This item can be removed.
Item 77	has already been dealt with. The meeting did not take place in the end. This item can be removed.
Item 78	Van der Hoeven commented that he had changed certain items. This item can be removed.
Item 79	Letters have been sent. This item can be removed.
Item 80	Scholten is still working on this. Leave the item as it is.
Item 81	sheets and document have been sent by e-mail This item can be removed.
Item 82	Bruinenberg had a list, though it had not been distributed. The members would like to see the list. Lammers will take action in this matter. **(Action Lammers)**. Retain this item.

4.   Incoming/outgoing mail

Incoming
-      ***Termination of membership***
Gerritsen has had to terminate his membership due to circumstances. This means a successor will have to be found from within HMI. Van Dijk has a mailing list of HMI students and will write a piece about the search for a new member and mail it to the HMI students. **(action Van Dijk)**

-      ***Erratum dean***
Van der Hoeven has indicated that he would like to see this item drawn up in English too, though translations are not urgent for the UT in general. He wishes this was otherwise, but for the moment he is unable to do anything about it.

Outgoing
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5.   Education and Examination Regulations (OER)
-      *Human Media Interaction,*
At the request of the examination committee of CSc/TI/TEL/HMI, they reached unanimity with the OER CSc/TI/TEL. One article has been added regarding the length of time for graduating. Van der Hoeven has not yet been able to discuss this with the OLC, so he explained this rule. It should be clear to both students and teachers within which period a mark needs to have been obtained for graduation work. In the event of deviations, measures may be taken (deducting a mark).

-      *Creative Technology*
At the request of tutors and examination committee CreaTe, Van der Hoeven has amended the rules applying to electives. The description of the list with standard subjects has been

given a more peremptory tone, and the research perspective has been given greater depth. Any student who wants to depart from these standard subjects must submit a request to the examination committee.

There were doubts about the clarity of the transitional arrangements. Van der Hoeven has reformulated these arrangements so they should be clearer now.

6.   Second year module
A diagram of the enclosed document has been distributed in various locations. The teachers were not informed about this. This resulted in a discussion of the importance of the programme. Van der Hoeven commented that this document had not yet been finalised. What was important was to be certain, as soon as possible, that the main outlines were correct.

7.   Self-Study report
Van der Hoeven commented that the committees that are involved in the courses concerned may be invited. A trial review is also to be carried out.
In the next OLC, preparations for the review will be discussed in more detail **(action Spikker).** The fact is that HMI already has a large number of students who are taking a long time to complete their studies. An explanation for this must be found.

8.   Questions
Poel commented that the teachers have completed a questionnaire about TOM, but they have never received any feedback about it.

9.   End
Van Dijk closed the meeting at 10:50 a.m.

10. 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.	Modules have only just got started.	All members
80. in Module 2 include which learning objective is linked to what. Partly in connection with accreditation in the future	Scholten is working on this.	Scholten
82. combine wishes with respect to various subjects that require better documentation and/or books	List has not yet been disseminated. Lammers will take action	Lammers
83. find out which questions were posed in the national students' questionnaire and find out whether these have been discussed within the UCO.		Van der Hoeven
84. examine how students are managing who are simultaneously doing subjects from a different speciality. This is necessary in connection with curriculum.	Statistics are not yet available.	Van der Hoeven
85. E-mail HMI-students in connection with membership of OLC due to the departure of Gerritsen	Van Dijk to draw up the text and has a mailing list of HMI students	Van Dijk
86. mentioned preparations for a review on the agenda in October		Spikker