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To: PC CreaTe/HMI members

From: Barbara Spikker

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Subject: **Minutes of the extra PC CreaTe/HMI meeting, 29 January 2014**

Committee members present: F. Lammers, M. Poel, D.A.F. Mulder, J. Kolkmeier
Others present: B. Spikker (support staff, minutes)

1. Module description 1.3 Living and Working Tomorrow

Edwin Dertien (Module Coordinator) was welcomed to the meeting.

Poel commented that disturbing signs had resulted from module 2 and wondered whether this has resulted in a different design for module 3. Dertien commented that the bottleneck may turn out to be Physical Systems. This course will undergo regular checks.

Dertien was struggling with the question of whether the testing methods should be mentioned in the module manual and whether this then means they are 'fixed'. The fact is that they may alter during the module. Dertien would like to mention the weighting, but leave out how the submarks are arrived at.

A comment was also made about the lack of an overview of when tests are to take place and of how the division of the workload is organized. Dertien commented that De Kluyver, in her role as Study Adviser, has agreed to assist students in need of a customized study scheme, and that he will mention it in the manual.

This module will also include a lot of tests. For the moment, three subtests are planned for mathematics. The comment was made that it would be wise to clearly indicate the deadlines.

The minimum mark is 5 only for Math and Modelling and Physical Systems. The minimum mark for all other courses is 6. This choice was made because the Math and Modelling and Physical Systems tend to be challenging courses.

At the end, the student has to give a presentation. The substance of this is assessed (based on the report). The presentation has no effect on the mark. See Article 9.7 Evaluation criteria.

Dertien did not yet know whether it would be wise to print the manual (which is costly) or to publish it as a PDF with links, etc. Experience often shows that documents on paper are read and a PDF is not. Reading this manual is not yet mandatory and the choice currently lies with the students.

With reference to the discussion, Dertien will make the following changes:

- draw up an overview of the workload and include it in the manual or make sure students are informed about it in another way;
- include a review form in the manual regarding presentation;
- do some experimenting to find out what is handiest regarding the manual. Printing or PDF.

Dertien was thanked for his explanation.

2. End

The meeting was closed at 09:50.