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

Bureau of Educational Services

To: PC CreaTe/HMI members

From: Barbara Spikker

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Subject: Minutes of the PC CreaTe/HMI meeting, 10 April 2014

Committee members present:	*dr. ir.* C. Salm, *Dr.* M. Poel, *ing.* P. van Passel, *dr.ir.* H.J.A. op den Akker, F. Lammers, J. Kolkmeier, M. Bruinenberg
Others present:	*Dr.* G.F. van der Hoeven (Director), B. Spikker (support staff, minutes)

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1.   Opening and announcements
Poel opened the meeting at 09:05.

Announcements
Op den Akker said that he would have to leave at about 10:00.

Van der Hoeven said that at the moment there were 116 advance applicants. Of these, 65 are Dutch, approx. 20 German and approx. 5 are from distant countries. The rest are Europeans. The percentage of women is disappointing and lower than last year.

A total of 40 intake/matching interviews have now taken place. Interviews are now being held every week. Anyone who sends a portfolio, CV and letter is invited for a matching interview. This must be completed before 1 July. Admission quotas no longer apply. CreaTe can no longer reject students, but only advise them.

The provisional HMI report (in relation to accreditation) has also arrived. HMI has received a satisfactory score in respect of all standards, as have CSc and TEL. Van der Hoeven mentioned that the TI bachelor's programme scored well in 'level realized'.

2.   Setting the agenda
The agenda was approved without any amendments/additions.

3.   Programme committee minutes dated 14 March 2014
The minutes dated 14 March 2014 were approved without any comments and/or amendments.

In relation to the minutes
Salm said that, with regard to the minutes of the extra meeting, the section on 5.0 and 6.0 has been examined and dealt with.

Action points:
85.   Poel recently sent another email to all HMI students and is waiting for
        replies.
87.   Stays on the agenda.
93.   Publicity will be raised via the mailing list. Action point may be removed.
95.   Alternatives have been passed on and the module has been renamed. Agenda point
        may be removed.
98.   Will be done. Action point may be removed.
99.   Has been done. Action point may be removed.
100.   Appears on this agenda. Include in the agenda for May what the possibilities for
        students are regarding modular studies. How is this to be processed in a list of
        marks? **(Action: Spikker, Faber)**
105.   Is on this agenda. Action point may be removed.
106.   Has been done. Action point may be removed.
107.   Has been done. Action point may be removed.
108.   Has been done. Action point may be removed.
109.   Has been done. Action point may be removed.
110.   Has been done. Action point may be removed.
111.   Keep on the list of action points. Also a new action point regarding transitional
        arrangements for May **(Action: Spikker, Van der Hoeven)**

4.   Incoming/outgoing mail
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5.   Studying two specializations
This point will be moved to the May meeting. Salm will have a summary by then. The number
of students with two specializations is, however, extremely small. **(Action: Salm, Spikker)**

6.   Second-year modules
Van der Hoeven was given the floor. In the 2nd year (module 5), two modules will be given
simultaneously: an NM module and an ST module. Each of these will include part of systems
and signals. A new lecturer has been recruited for the subject Data Visualization.

Module 5

NM	ST
- Sound engineering	- Introduction to electronics
- 3D modelling	- Sensors
- Game development	- Telecommunication
- Systems and signals	- Control
- Data visualization	- Systems and signals
- Project (literature study)	- Project (literature study)

Any student who wants to do both specializations will have to do this module in module 9 for
his/her profile. This raises the question about what should be done with Systems and Signals,
which is included in both modules. This would be an easy way to earn ECs. According to Van
der Hoeven, this can easily be rectified by getting these students to do something else.
Van der Hoeven commented that, incidentally, a lot of students do not use profiling in
preparation for their master's.

The project in module 5 is an individual project. There is a need for both an individual project and a research project.

Module 6 HMI

- Artificial Intelligence
- Statistics
- User Experience Design/MMI
- Research Methods
- For CreaTe: Programming
- Ambient Screens Project

Module 6 is a shared module, with BIT and TI. About 160 students will take this.

Module 7 Business (business-oriented module)

- Startrix project
- Innovation & entrepreneurship
- Innovation & technology management

This module does not include any mathematics.

Members want to know whether the pass/fail rules are the same for the shared modules. The module-coordinator should include this in the test timetable.

Modules 5 and 6 are pretty definite. Discussions are still ongoing regarding whether module 7 should include some mathematics.

Module 8 Hybrid Worlds

- Hybrid worlds (large, concluding project)
- Small amount of NM or ST specialization (in-depth)
- Animated narration

Probable module coordinators
- module 7   Petra de Weerd
- module 8   Angelika Mader
- module 9   Job Zwiers
- module 5   Edwin Dertien (however, he will probably no longer be able to cope with module 3)

The role of module coordinators is still being discussed. Members feel that the best thing would be to split it into a managerial role and a role responsible for content. A lot of work is involved in being a coordinator. However, due to a shortage of personnel, this is probably not going to happen.

A select group has divided subjects into modules. The curriculum committee played no part in this. A lot of effort goes into finding the right curriculum when starting an educational programme.

The students will shortly be informed about the modules by email.

7.   Chair and vice-chair
As Van Dijk will not be returning in the short term, and Mulder is no longer present either, a new chair and vice-chair will have to be chosen. The chair should be chosen from the permanent staff and the vice-chair from the student members. It was decided that Poel will be chair and Lammers vice-chair. Both will occupy these positions for one year. **(Decision)**

8.   Preparation for accreditation
Van der Hoeven explained the accreditation procedures.
The accreditation for CreaTe will lapse as of 22 March 2016. In 2015, a report (self-study) needs to be submitted to the NVAO. A delegation will then come and ask questions of the school, the programme committee and former members of the examination committee. Preparing for self-study (ZER) is a time-consuming activity. Van der Hoeven would like a number of people to be responsible for ZER (searching for data, gathering materials, etc.).

Van der Hoeven will discuss this with Poel outside of the meeting, and this item will once again be discussed at the meeting in May. **(Action: Van der Hoeven/Poel/Spikker)**

9.   Development of HMI
Van der Hoeven reported that, under pressure exerted by the Executive Board, the IO and HMI study programmes are currently being combined to form a Design Centre study programme (a master's programme). A committee (made up of Vanessa Evers, Wouter Eggink, Peter Paul Verbeek and Dirk Heylen, among others) is hard at work setting this up (sharing teaching, etc.). For the moment, it is just the master's that is involved, but in the near future the bachelor's programme may also be combined.
For the time being the location will be ArtEZ for IO, CreaTe and HMI.

10.   Questions
Salm commented that she had attended the presentation of the IO optional project in order to see what students are coming up with. Salm would like to see both CreaTe and IO take an active interest in each other's departments. Van der Hoeven will take this up with Van den Boogaard. **(Action: Van der Hoeven)**

Poel commented that the module instructions for module 1.4 have not yet been discussed. These were drawn up by Oosterhuis. Van der Hoeven will send them by email. **(Action: Van der Hoeven)**

The organization of module 1.4 in terms of administration is in the hands of Joke Oosterhuis. The content coordinator has not yet been named.

11.   End
The meeting was closed at 10:35.

12.   Actions

Action point	Status	Action-taker
85. Email HMI students in connection with membership of programme committee due to Gerritsen's departure.	Will be taken over by Poel. Op den Akker present to see whether he can take over Betsy's role.	Poel
87. Questions for the survey for physics students are ready. Van der Hoeven will put these into a readable form and return to the subject in December.		Van der Hoeven/Spikker
100. Draw up an up-to-date summary of students with two specializations where both are main specializations.	Draw up a summary of both course options. Van der Hoeven will email the list to Salm and Salm will draw up a summary. On the May agenda.	Van der Hoeven/Salm
111. Think about ways to inform the students about the 2nd year		All members
112. Two specializations within modular studies still possible?	On the May agenda.	Spikker
113. Transitional arrangements	On the May agenda.	Spikker, Van der Hoeven
114. Dialogue about creating a group which is responsible for ZER in connection with imminent accreditation	On the May agenda.	Poel, Van der Hoeven
115. Contact Van den Boogaard about optional project presentations		Van der Hoeven
116. Email module instructions 1.4 to members		Van der Hoeven