

To: PC CreaTe/HMI members
From: Barbara Spikker
Reference: EWI14/CreaTe/3453bs Date: 26 November 2014
M:\Create\OLC Create\minutes PC
CreaTe/HMI.doc
Subject **Minutes of the PC CreaTe/HMI meeting, 11 November 2014**

Committee members present: *dr. M. Poel (chair), dr. ir. C. Salm, ing. P. van Passel,
F. Lammers, M. Bruinenberg,*
Others present: *dr. G.F. van der Hoeven, dr.ir. E.J. Faber (Bachelor
Coordinator), B. Spikker (Support Staff, minutes)*

1. Opening and announcements

The meeting was opened at 15:03 by Poel.

Announcements

Poel announced that the dean would be coming at around 15:30 in relation to point 4c on the agenda.

Van der Hoeven informed the meeting that the Self-Evaluation Report had been printed and sent out. All members will receive a copy. The trial review is due to take place in the afternoon of 3 December.

(action by Van der Hoeven)

Lammers informed the meeting that De Haan had requested information regarding the ranking. She was told that a five-point scale is used for measuring. CreaTe scored a 3, which is not bad overall.

There has been an investigation into the timetable and the workload for students. It showed that students are unhappy. The module evaluations will show how students actually make their appraisals and then we can look to see if anything can be done to improve matters.

Van der Hoeven informed the meeting that there were a large number of applications for the information days.

2. Setting the agenda

The agenda was approved without any changes.

3a. Minutes of programme committee meeting on 14 October 2014

The minutes dated 14 October 2014 were approved without any further comments or remarks.

Action points:

87. The questions have been received. This item can be removed.
115. there is no longer an optional assignment for Industrial Design Engineering. Item can be deleted.
126. to remain until after accreditation.
133. has now been received and processed. Item can be deleted.
135. module 4 done. Module 5 still to be done. Item can be deleted. To be discussed in January (**action Spikker/Faber**).
136. leave on the list - is for January.
142. no longer required. Item can be deleted.
144. still to come.
145. being dealt with. Retain this item.
146. leave on the list.
147. on the agenda for January. (**action by Spikker**)
148. known. Item can be deleted.
149. Is on this agenda. Item can be deleted.
150. What does the programme committee want to know? Poel will draw up an initial proposal, and then the programme committee can respond. This will then be emailed to Romkema. (**action Poel/members**)

4. Incoming/outgoing email

Invitation to dean Apers

Preliminary discussion

Poel spoke for a short time in preparation of the arrival of the dean (Peter Apers). The topics that needed discussing were:

- the concerns about staffing (also mentioned in the Self-Evaluation Report);
- low scores in surveys;
- problems if we lose key figures;
- an increased intake of students, resulting in more teaching/contact hours;
- the loss of current staff (Jan Koornstra has left, programme director's retirement)

The dean was welcomed to the meeting at 15:30.

Poel addressed the meeting. CreaTe is a successful degree programme, but the programme committee is concerned about staffing, among other things. Apers shares those concerns and has already had several discussions with Van der Hoeven. There are vacancies and the Faculty of Electrical Engineering, Mathematics and Computer Science is looking for people with some affinity with CreaTe. CreaTe is the largest bachelor's programme within the faculty. There is a need for commitment from the chairs. This has also been discussed in the professors committee. A successor to Van der Hoeven has also been looked into. However, the review first needs to be out of the way before any further action is taken. The successor should preferably be someone working within the faculty, but if an external candidate applies, then this is also an option.

Salm remarked that the people needed for CreaTe are also in demand elsewhere. There are 25 chairs, but if they are approached, they often backtrack for various reasons. There are 1.5 vacancies within CreaTe. Apers was aware of the fact that the teacher/student ratio was extreme. Unfortunately, it is no longer possible to bring in self-employed staff for tax reasons.

Apers informed the meeting that an education distribution model was also being looked into. Mathematics has been using the model for some years. Apers also wants to have a meeting with the programme directors so that decisions can be made.

In addition, Apers proposed that the matter be discussed in more detail by a small group. Faber, Van der Hoeven and Salm will take this on and make an appointment with Apers. Faber will draw up a list of the bottlenecks and wishes. Modules 7 and 8 are currently causing the greatest concern (too few teachers) but matters need to be considered in the long term, too. (**Action Faber, Salm, Van der Hoeven**)

Apers left the meeting at 16:00 and was thanked for his attendance.

5. CreaTe Accreditation/Review

A trial review will take place on 3 December. A small survey is currently being conducted among alumni in order to find out what they are doing now. Of the 30 alumni surveyed, 19 have responded.

6. Communication / organization

Bruinenberg reported that work is under way. A list has been made and an effort has been made to identify where exactly the problems are. He reported that the quality of the student progress evaluations was found to be below par. The flow chart is still to be tested.

7. Module evaluation

To be discussed in the meeting in January 2015.

8. Questions

9. End

The meeting was closed at 16:57.

10. Actions

Action point	Status	Action-taker
126. have accreditation on the agenda every month (15 and 16 December accreditation. Date of test review as of yet unknown)	Monthly up until and including December	Spikker
136. discuss evaluations at next meeting (make more public, structure, etc.) small curriculum committee	Will be put on the January agenda	Spikker
144. mail information from education seminar to the members and possibly tutors		Faber
145. draw up a flow chart		Bruinenberg, De Haan, Lammers
146. on the agenda for November 2014 flow chart/communication		Spikker
147. view the questions in the evaluation report and possibly invite CREEC chair		Faber
150. draw up questions for mid-module and end-of-module evaluations in consultation with Romkema	Poel will draw up a proposal and present it to the programme committee first.	Poel
151. Hand out Self-Evaluation Report to programme committee members		Van der Hoeven
152. discuss evaluation results for modules 4 and 5	On the agenda in January . Module 4 is done. Module 5 still to be done.	Spikker, Faber
153. invite the CREEC chair regarding point 152. Regarding the question in the report, among other things.		Spikker
154. make an appointment with dean Apers regarding the concerns in relation to CreaTe	An appointment has been made	Van der Hoeven, Salm, Faber
155. draw up an overview of the bottlenecks in CreaTe and a list of wishes to discuss with the dean.	Has been done.	Faber