

*Faculty of Electrical Engineering, Mathematics and
Computer Science (EEMCS)*

Creative Technology, Human Media Interaction

Bureau of Educational Services

To: Members of PC CreaTe/HMI

From: Barbara Spikker

Reference: EWI14/CreaTe/2844bs Date: 20 May 2014

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CreaTe/HMI.doc

Subject: Minutes of the PC CreaTe/HMI meeting, 13 May 2014

Committee members present: *ing.* P. van Passel, F. Lammers, J. Kolkmeier,
M. Bruinenberg

Others present: Dr. G.F. van der Hoeven (Director), B. Spikker (support
staff, minutes)

1. Opening and announcements

The meeting was opened at 15:00 by Lammers (vice-chair).

Announcements

Lammers has brought along a candidate successor (S. de Haan) from Educational Affairs, so that she has the chance to find out what the programme committee is like.

Only one staff member is present and therefore the meeting is to be an informal one and no recommendations will be issued.

Van der Hoeven informed the committee that there were currently 215 preliminary enrolments. In the meantime, 25 have withdrawn their enrolment, so now there are 190. Of those 190, 108 are from the Netherlands (an increase of 50%), 23 are from Germany (fewer than last year), 38 come from elsewhere in Europe (an increase compared to last year) and 21 come from faraway countries (fewer than last year). As the number of preliminary enrolments from the Netherlands is higher, the actual number of new students could be higher.

Of these 190 preliminary enrolments, 52 are from female students. This is fewer than last year.

Van der Hoeven expects that approximately 120 students will actually start the study programmes. A total of 55 enrolled students have now had an intake interview. One of the students interviewed has withdrawn his application for admission.

2. Setting the agenda

A couple of points (5 and 7) could not be discussed as the people involved (Salm and Poel) were not present. Those points were therefore skipped.

3. Minutes of the programme committee meeting of 10 April 2014

The minutes of the meeting on 10 April 2014 were approved without any comments.

Action points:

- 85. stays on the agenda.
- 87. stays on the agenda.
- 100. was on this agenda, however Salm was not present. This point was therefore postponed to the next meeting.
- 111. Van der Hoeven is going to schedule a meeting for the first-year students during the lunch break. Not all of the information for the second-year students has been finalized. Resits, in particular, still need to be decided upon.
- 112. see point 100.
- 113. is on this meeting's agenda.
- 114. stays on the agenda. Van der Hoeven explained the procedure. A report needs to be ready by November 2014. It is therefore urgent.
- 115. stays on the agenda.
- 116. stays on the agenda. Faber will email this.
- 107. done. Action point may be removed.
- 108. done. Action point may be removed.
- 109. done. Action point may be removed.
- 110. done. Action point may be removed.
- 111. leave on the list. 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

Discussion of this point was postponed until the next meeting as Salm was not present.

(Action: Spikker)

Van der Hoeven made the point that studying NM and ST in modules at the same time is no longer possible. These specializations will be running parallel to each other. However, students will be able to include the other specialization in their profile.

6. Transitional arrangements

This has still not been decided.

7. Module 6 - draft

Poel and/or Op den Akker needed to be present for this point but both were unable to attend. It was therefore decided to schedule an extra programme committee meeting via Doodle for within now and two weeks' time, at which this can be discussed. **(Action: Spikker)**

The final version of the manual for module 5 also needs to be discussed.

Faber will also prepare an overview showing when students do not pass certain subjects and how those subjects will be covered again and when. **(Action: Faber)**

8. Questions

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9. End

The meeting was drawn to a close at 15:30.

10. 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. Students have received an email, but there have been no responses yet.	Poel
87. Questions for the National Student Survey are ready. Van der Hoeven will put this into a readable form and will 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 2 nd year	A lunchtime meeting will be held for first-year students. How the second-year students will be informed is not yet clear. Also no decision on resits for subjects no longer on offer.	All members
112. Two specializations within the education module still possible?	On the May agenda. This is Salm's area and Salm was not present. Postponed.	Spikker
113. Transitional arrangements	Not yet known, postponed.	Spikker, Van der Hoeven
114. Dialogue about creating a group which is responsible for ZER in connection with imminent accreditation.	No dialogue has taken place yet. Postponed.	Poel, Van der Hoeven
111. Contact Van den Boogaard about optional project presentations	Not yet done.	Van der Hoeven
11.6 Email module instructions 1.4 to members	Has now been done and is on WebDAV	Faber
117. Schedule an extra programme committee meeting within now and two weeks via Doodle	Done and planned for Friday, 23 May	Spikker
118. Discuss module 5 instructions		Van der Hoeven/Spikker
119. Prepare overview of students who have not passed subjects that will not feature in the new curriculum		Faber