

To: PC CreaTe/HMI members
From: Barbara Spikker
Reference: EWI14/CreaTe/3379bs Date: 15 October 2014
M:\Create\OLC Create\minutes PC
CreaTe/HMI.doc
Subject Minutes of the PC CreaTe/HMI meeting, 14 October 2014

Committee members present: M. Poel (chair), *dr. ir.* C. Salm,
F. Lammers, M. Bruinenberg, S. de Haan, J. Kolkmeier
Others present: *dr. ir.* E.J. Faber (Bachelor Coordinator), B. Spikker
(Support Staff, minutes)

1. Opening and announcements
The meeting is opened at 15:03 by Poel.

Announcements
-

2. Setting the agenda
The agenda is approved in its current form.

3a. Minutes of the programme committee of 27 August 2014
The minutes dated 27 August 2014 were approved without any further comments or remarks.

3b. Minutes of the programme committee of 11 September 2014
The minutes dated 11 September 2014 were approved without any further comments or remarks.

Action items:

- 87. remains.
- 115. remains.
- 126. remains until after the accreditation.
- 128. can go. Currently known.
- 132. has been done. Item can be deleted.
- 133. will follow.
- 134. has been done. Item can be deleted.
- 135. Faber needs to update them. He will. Leave it on the list.
- 136. leave on the list.
- 137. is on the site. Item can be deleted.
- 138. has been done. Item can be deleted.
- 139. has been done. Item can be deleted.
- 140. has been done. Item can be deleted.
- 141. has been done. Item can be deleted.

142. remains.
143. has been done. Item can be deleted.

4. Incoming/outgoing email

Invitation education seminar

Faber has been there and has the floor. He will mail the information to the other members. Some of it might be interesting for tutors. **(action Faber)**

5. Elsevier Ranking

UT has gone down on the list a lot. A discussion follows about this, amongst other things the following is discussed:

- Why we went down on several components;
- How to better present ourselves again;

We have low scores on organization and communication. It is remarked that the website is rather incomprehensible. In addition, it is unclear who you have to turn to in case you have questions. De Haan, Lammers and Bruinenberg will set up a flow chart and list the problems (with a link to the Proto site). **(action by De Haan, Bruinenberg, Lammers)** This will be discussed again in the next programme committee meeting. **(action by Spikker)**

The programme committee would also like to see the questions in the evaluations from Creec. It may be that some questions have to standard be included in the mid and end module evaluations. Poel will talk about this with Romkema **(action by Poel)**. Faber says that perhaps inviting the president of the Creec (Ruben v.d. Berg) could be useful some time as well. **(action by Faber)**

6. Evaluation

Has been discussed together with point 5.

7. Accreditation/visitation CreaTe

The ZER report has to be sent in today.

Salm wants to know whether there will still be any training sessions with regard to the review. Poel organizes a test review together with Romkema. In addition, advice will be obtained from both TI and IO, as an accreditation took place there recently as well.

The accreditation will take place on 15 and 16 December. The date of the test review is as of yet unknown.

Poel will inquire with Van der Hoeven whether he already has an exact schedule received from the committee. **(action by Poel)**

8. Questions

Salm remarks that the ST and NM modules (module 5) have an individual project and that it's hard to find people willing to supervise these projects. This is rather worrying. CreaTe is now the largest bachelor's programme within EWI and the staffing is very low. The members would like to invite dean Apers to let their worries be known. Poel will look into this **(action by Poel)**

9. End

The meeting is closed at 16:05.

10. Actions

Action item	Status	Action-taker
87. national student survey questions are finalized. Van der Hoeven will draw up a draft version and come back on the matter in December.		Van der Hoeven/Spikker
115. contact vd Boogaard re free assignment presentation	Not done yet.	Van der Hoeven
126. have accreditation be 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
133. provide overview tutor group division to Spikker for Osiris entry		Van der Hoeven
135. place assessment results on webdav.	Faber still needs to update this.	Faber
136. discuss evaluations in next meeting (make more public, structure, etc.) small curriculum committee	Will be put on the agenda	Spikker
142. go over assessment table with students Lammers and Bruinenberg.		Lammers, Bruinenberg and van der Hoeven
144. mail information from education seminar to the members and possibly tutors		Faber
145. setting up a flowchart		Bruinenberg, De Haan, Lammers
146. on the agenda for November 2014 flowchart/communication		Spikker
147. view the questions in the evaluation report and possibly invite president of Creec		Faber
148. inquire with Van der Hoeven for the exact agenda review committee		Poel
149. invite dean Apers to the programme committee meeting in order make their worries about the staffing known		Poel
150. drawing up questions for mid module and end module evaluations in consultation with Romkema		Poel