

To: Members PC CreaTe/HMI
From: Barbara Spikker
Reference: EWI14/CreaTe/2691bs Date: 25 March 2014
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Subject: **Minutes of the extra PC CreaTe/HMI meeting, 14 March 2014**

Committee members present: dr. ir. C. Salm, Dr. M. Poel, M. Bruinenberg, F.
Lammers, J. Kolkmeier
Others present: Dr G.F. van der Hoeven (Director), dr. ir. E.J. Faber
(bachelor coordinator), B. Spikker (support staff,
minutes)

1. Opening and announcements

The meeting was opened at 09:05 by interim chair Salm.

Announcements

Van der Hoeven announced that Op den Akker has indicated his willingness to act as deputy for Van Dijk, for the duration of Van Dijk's absence.

Martijn Bruinenberg was again welcomed as OLC student member.

It is also important to look for a new chair due to Van Dijk's absence. Salm will act as chair during this meeting. This will be included as an item on the next agenda. A new vice-chair also needs to be chosen. **(action Spikker)**

Van der Hoeven reported that there were currently 75 applications. Half are Dutch, about 30 are German and the rest are from elsewhere in Europe. This could therefore result in a bigger intake. Intake interviews have already commenced. To date ca. 15/20 interviews have been held. The percentage of females has fallen.

The curriculum was discussed in depth this year during intake interviews. This means that candidates are fully aware that this is a technical educational programme.

Ruben v.d. Berg introduced himself. He is chair of the Creec and is present in relation to item 6 on the agenda.

2. Setting the agenda

The agenda was approved without any amendments/additions.

3. Minutes of the programme committee dated 10 December 2013

- *Point 4 relating to Edwin Dertien's course manual*

- Salm reported that Schmitz has indicated that he has no further desire to be involved in the module.

- *Point 7 Graduation Project*

- Salm commented that she felt that a lecturer with academic knowledge should be involved in assessing the graduation project. Van der Hoeven stated that a lecturer is always involved in realizing the project.

The minutes dated 10 December 2013 were approved without any further comments or remarks.

Minutes extra programme committee dated 29 January 2014

Van der Hoeven commented that he did not attend that meeting.

- *Small item regarding Math and Modelling.*

Salm commented that it should be explicitly stated that it ought to be a 5.0 and 6.0. Salm will examine what is stated exactly in the module manual, before making any adjustments.

(action Salm)

The minutes dated 29 January 2014 were approved without any further comments or remarks.

Minutes of the programme committee dated 11 February 2014

The minutes dated 11 February 2014 were approved without further comments or remarks.

Action items:

These were not discussed.

4. Incoming/outgoing mail

Incoming

- *mail Van Laar* *video lectures*

This is for information purposes and was not discussed further.

Outgoing

The letters will not be signed by the programme director but by Salm. Spikker will make the adjustments and get in touch with Salm for signatures. **(action Spikker)**

Faber left the meeting at 09:20.

5. Studying 2 specializations

Ca. 7 students have NM as their main specialist subject and are doing ST subjects as extras. Most of them have stopped with both specializations and are now doing a limited number of the ST subjects. It is not clear what the situation is vice versa. 1 ST student is said to be taking NM subjects. It was agreed that this point would be discussed again at the next meeting. Van der Hoeven will email Salm a list and Salm will draw it up again. **(action Van der Hoeven and Salm)**

1 CreaTe student is doing the honours course.

6. Creec Evaluation

Poel was invited to speak and explained how the summary was arrived at. The Innovation Entrepreneurship course stands out in a particularly negative light. This is because the lecturer suddenly had to take on the CreaTe students as well. The course has now been adjusted to cope with the CreaTe students and it will be evaluated again this year.

The assessment of the introduction to PS and their DB was not particularly good either. The Creec will soon assess this course again.

Ruben explained the working methods of Creec with respect to assessing courses and modules.

The comment was also made that there had been problems with a lecturer. The teaching method has altered considerably. It was not the course itself that was assessed as poor. Nevertheless, the OLC can do nothing about it, but will continue to monitor this course and the lecturer.

The OLC felt that for the moment nothing needed to be done.

Creec will also be assessing the modules. Creec is busy setting up a website that will include everything. Both students and lecturers will be able to consult this website. The lecturer will also be invited to attend the panel discussions.

The comments was made that it is advisable to explicitly inform the lecturer that outcomes will be made public, and to send the lecturer a summary of the assessment outcome. In addition, the Creec will create a field where the lecturer can enter a response and this can also be recorded.

7. Proto in relation to study trip

Students must successfully complete 15 EC in electives. One of these 15 EC should be a subject in Ethics and there are 5 options (fixed subjects).

Poel left the meeting at 10:05.

The OLC has no objection to including a study trip and making a slight adjustment in the ethics subject (ethics for create). They did comment on the advisability of using a general description/name, so that this can be included each year for every study trip in order to avoid lack of clarity.

They also expressed their concern that a student may be able to claim a study trip twice, i.e. during his bachelor's and master's. It is, however, impossible to monitor this.

Moreover, the OLC expects that the executive committee will keep an eye on the assessment of marks.

8. Questions

Bruinenberg wanted to know whether more information was available about the modules in year 2. Van der Hoeven said that a lot of work was being put into this. This will be discussed at the next meeting. **(action Spikker)**

What also needs to be examined is how to inform students about what shape year 2 will take. This will be an action point **(action Spikker, members)**

9. End

At 10:20 the meeting was closed.

10. Actions

Action item	Status	Action-taker
85. Email HMI students in connection with membership of programme committee regarding departure of Gerritsen.	Will be taken over by Poel. Op den Akker present to see whether he can take over Betsy's task.	Poel
87. Questions for the survey among physics students have been determined. Van der Hoeven will convert this into a readable form and return to the subject in December.		Van der Hoeven/Spikker
93. Inquire about how more publicity can be given to the bachelor's assignment.		Van der Hoeven
95. Email the alternatives for Have and Play project to Van der Hoeven		Lammers
98. Get the module coordinator to make sure everyone knows the deadlines		Van der Hoeven
99. Approach Op den Akker to ask if he will become a member.	Van der Hoeven will approach Op den Akker.	Van der Hoeven
100. Make an up-to-date summary regarding 2 specializations in respect of both main specializations.	Make a summary of both educational tracks. Van der Hoeven will email the list to Salm and Salm will make a summary.	Van der Hoeven/Salm
105. Chair and vice-chair will be chosen at the April meeting		Spikker
106. Take a look at assessment in module manual (see minutes 29-1-2014)	See how completion is going etc. then adjust the minutes.	Salm/Spikker
107. Letter to Inter-actief about study trip and make and send curriculum adjustments.	Has been made and Salm will sign it.	Salm/Spikker
108. Study 2 specializations back on the agenda for April.		Spikker
109. Inform Proto that study trip has been approved as an ethics subject. Allocate general description	Proto has been informed.	Spikker/Salm
110. Modules 2 nd year on the agenda in April		Spikker/Van der Hoeven
111. Think about how to inform the students about the 2 nd year		All members