

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

Creative Technology, Human Media Interaction

Bureau of Educational Services

To: Members PC CreaTe/HMI

From: Barbara Spikker

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Concerns Minutes of the PC CreaTe/HMI meeting, 07 July 2015

Committee members present: F. Lammers, Dr M. Poel (chair),
dr.ir. H.J.A. op den Akker,

Others present: Dr G.F. van der Hoeven, *dr.ir.* E.J. Faber,
B. Spikker (support staff, minutes)

1. Opening and announcements

The meeting is opened at 15:10 by Poel.

Announcements

Lammers announces that he has to leave no later than 17:00.

Van der Hoeven states that the graduation colloquium has been successful.

2. Setting the agenda

The agenda is approved in its current form.

3. Minutes programme committee dated 9 June 2015

The minutes are approved without comments and/or remarks.

Action points:

- 159. still needs to happen. Remains.
- 179. this should be readjusted again in connection with the minors. De Haan will schedule the existing one, and then adjust the flow chart with respect to the minors.
- 181. is a continuous action. Remains on the agenda.
- 189. leave on the list. Faber will mail the most recent one.
- 192. leave on the list. Salm would do this.
- 193. Is on this agenda. May be removed.
- 194. Is on this agenda. May be removed.
- 195. There's an interest, however, this person does not organize any modules for CreaTe and the programme committee questions whether it is sensible to make this person a member. Van der Hoeven prefers two other people. Van der Hoeven will contact the interested person. **(action by Spikker/Van der Hoeven)**
- 198. leave on the list.
- 202. has taken place. Item can be deleted.
- 203. still needs to happen.

- 204. has taken place. Item can be deleted.
- 205. Is on this agenda. Item can be deleted.
- 206. Is on this agenda. Item can be deleted.
- 207. has taken place. Item can be deleted.

4. Incoming/outgoing email

Outgoing

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Incoming

Dean Apers termination of membership *ing. P. van Passel*
For information purposes.

Dean Apers termination of membership **J. Kolkmeier**
For information purposes.

Email Van Passel candidate from Industrial Design membership
programme committee
See action points.

5. Evaluation of module 3 and 7

Module 3

Faber addresses the meeting. The contents have hardly changed. Very few students have responded to the evaluation. Faber has created an overview of the figures for CreaTe as opposed to UT wide. Noticeable difference is that students claim that the time spent studying this year is less.

The observation points are explained in short.

- See the point concerning staff module coordinator.
- Easter weekend was this quarter, which meant the timetable was very full
- Module 4 is of free design while module 3 is very strict. Proposal to loosen up module 3 a bit more
- Int.visualisation was deemed pleasant, however, if possible it ought to be spread out over three weeks.
- Introduction to PS and DB theory, the project groups worked well.
- Introduction to PS and DB lab sessions, there were a lot of complaints. Faber explains them.
- Design in Context didn't go so well. Students claim to have received little feedback and were not allowed a resit in the module. This may be because there are more students, increasing the workload, as well as that CTW does not allow the appointment of student assistants. The programme directors would like to see that the module team meets again to discuss this. This has to be registered in the module file. Van der Hoeven will contact Dertien. **(action by Van der Hoeven)**
- Math has no deadlines.

The programme committee would like to see that the module team takes Faber's comments to heart.

Module 7

Poel addresses the meeting. The evaluation is based on UT-wide evaluation as well as the CreeC.

Poel mentions several points of concern:

- the module achieves low scores;
- workload is too low;
- information, organization and communication once again achieve low scores. Innovation and Entrepreneurship is a point of concern. The programme committee recommends reimplementation.

Van der Hoeven informs the meeting that the module is technically well designed, but there's always room for improvement, especially in case of the unit and integration.

6. Evaluation master HMI first semester

Van der Hoeven explains. The courses in the master's programme have not been evaluated separately, rather the entire semester was evaluated. The student's experience is generally positive. Media technology, seminar and Multi Agent Systems achieve low scores. However, Van der Hoeven sees no reason to intervene just yet.

7. Reorganization Module 5b New Media

The programme committee would like to know if there were any substantial changes. The programme committee has instructed the module coordinator to closely read the evaluations and draw up a plan for improvement. Vermaas will no longer participate in the module. Several changes will take place. Virtual Reality will become part of the module. Van der Hoeven will hope to see the plan for improvement soon. Jan Koornstra will stay for another year for the Sound Engineering course. The plan for improvement will be discussed at the next meeting. **(action by Van der Hoeven, Spikker)**

8. Staff Module Coordinators

The CreaTe staff remains a bottleneck. The dean has already taken several steps. These actions are explained by Van der Hoeven. Manpower is being brought in, however, the question remains whether this suits the design of the curriculum.

Module 4 none of the teaching staff wants to take on the task of module coordinator.
Oosterhuis is going to retire.

Module 7 the programme committee questions the capacity of a possible successor.

Pre-final As yet Van der Hoeven and Faber have taken this on.

Poel will contact Apers again. **(action by Poel)**

9. background module Lab on a Chip

This module is accessible to CreaTe students who have the ST optional module in their curriculum. The programme committee agrees to the background module.

10. Evaluation National Students Questionnaire

The Executive Board is not satisfied that the UT ranks 11th of all universities. This is a point of concern for the entire UT. Overall CreaTe does not achieve low scores. It is decided to once again discuss this point at the next meeting. **(action by Spikker)**

11. Module 6 Intelligent Interaction Design

Poel summarizes. op den Akker explains the changes in AI. There is no longer any compensation in the module. This was decided on because the module team no longer wanted it to be possible to fail programming providing that the fail grade would be compensated elsewhere.

Van der Hoeven would like to see that certain elements of modules are largely the same, such as compensation. It is decided to discuss this in the next programme committee meeting as well to give Salm the opportunity to weigh in. **(action by Spikker)**

12. Questions

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13. End

At 16.45 the meeting is closed.

Actions

Action item	Status	Action taker
159. After completion of modules, check the module files	Faber and Spikker will meet and discuss this. Faber will propose a time to meet	Spikker, Faber
179. Modify flowchart	Pending. Will be adjusted again, but existing one will be placed	De Haan
181. Report assessment module evaluations in logfile	Continuing action	Everyone
189. update follow-up matrix, mail it and put it on webdav	Is a continuous document. Leave on the agenda until June. Fabel will mail the most recent one.	Faber
192. draw up a recommendation concerning module 1 after item 190.	Has this taken place?	Salm
198. plan a meeting about filling in module dossiers (see item 159)	Meeting - Spikker and Faber	Faber
203. look for new student member.	Should this be HMI or is CreaTe also an option? Should be HMI	Poel
208. contact the person willing to take a seat on the programme committee		Van der Hoeven
209. Ask the module 3 module team to once again meet with respect to DiC		Van der Hoeven
210. Plan for improvement module NM on the agenda		Van der Hoeven/Spikker
211. Contact dean Apers in connection with staff	Several things are going on at the moment	Poel
212. Once again discuss the national students questionnaire		Spikker
213. discuss module 6 again in connection to Salm's response		Spikker