

*Faculty Electrical Engineering, Mathematics, Computer
Science (EEMCS)
Creative Technology, Human Media Interaction
Bureau of Educational Services*

To: Members PC CreaTe/HMI

From: Barbara Spikker

Reference: EW115/CreaTe/4416bs Date: 15 September 2015

Concerns Minutes of the PC CreaTe/HMI meeting, 08 September 2015

Committee members present: Dr. M. Poel (chair), Dr. ir. H.J.A. op den Akker, F. Dr. ir. C. Salm, V. Nibbelke
Others present: Dr. A.M. Schaafstal, Dr. ir. E.J. Faber, T. de Kluiver MA B. Spikker (support staff, minutes), C. Burghardt (listener),

1. Opening and announcements

The meeting is opened at 15.00 by Poel.

Announcements

Schaafstal (new OLD of HMI and CreaTe) is welcomed and briefly introduces himself. Burghardt shall attend as a listener for the time being. She will take over the tasks of De Haan within the management of Proto. She also briefly introduces herself. Nibbelke announces that this will be his last OLC, because he is about to graduate. Op den Akker is already looking for replacement student members within HMI.

Schaafstal furthermore announces that CreaTe has heard that CreaTe has received a positive recommendation with regard to the certification.

Faber announces that there are 77 2nd-year students. We started with 95. We have 100 incoming transfer students this year, however everything has not yet all been processed correctly in the system. The transfer rates therefore remain stable. There are more transfer students from far abroad. Poel also announces that there is a large number of transfer students in HMI/HCID. There are approximately 42 new students currently at HMI.

Salm announces that she will often be unavailable for the proposed meeting dates this year. A doodle will be sent out with additional data (**action Spikker**).

Faber reports that approximately 140 graduates will be attending the graduation ceremony on 11 September, the majority of whom are from CreaTe.

2. Setting the agenda

The agenda is approved in its current form.

3. Minutes of the programme committee of 7 July 2015

Page 2 action item 5 7th bullet This might be because... → This might be because...

The minutes are approved with due regard to the abovementioned change.

Action items:

- 159. Item can be removed. Corresponds with item 198 that is still on the agenda.
- 179. Unknown. Burghardt will contact De Haan on this point (**action Burghardt**)
- 181. Is a continuous item. Leave in.
- 189. This is nearly complete. A number of things are missing for 1 educational programme (HTI Eindhoven) but will be on the agenda for the next meeting (**action Spikker/Faber**).
- 192. Has been drawn up but not sent. Salm will still send the letter. However, a number of issues has already been relayed informally.
- 203. Op den Akker is working on this. 2 candidates from HMI must be nominated.
- 198. Must still be done.
- 208. Must come from IO. This is still ongoing. Schaafstal will handle this.
- 209. Unknown. Leave in.
- 210. Is included on this agenda. Item can be removed.
- 211. A letter has been sent to the dean. Schaafstal reports that an application process was carried out, during which 1 person was also found to be suitable at CreaTe. Moreover, an additional person must be added to TI for the programmer educational programme, as well as for Havinga's chair. There will be additional job applications, but this still remains a point of concern.
There is still a shortage of module coordinators. In the coming time Van der Hoeven will be doing a great deal of teaching, but that is not a viable long-term solution because he is leaving.
Salm wonders whether the educational system should be changed. A discussion follows about the workload of lecturers and module coordinators. Schaafstal proposes discussing with the coordinators whether certain issues can be better coordinated or transferring duties and e.g. appointing a module administrator (**action Schaafstal**).
- 212. Is included on this agenda. Item can be removed.
- 213. Is included on this agenda. Item can be removed.

Commented [VBP1]: goed geïnterpreteerd? (brontekst: 'stopt')
Stoppen kan hier verwijzen naar meerdere dingen (permanent weggaan, ophouden in deze functie, met pensioen gaan, etc.)

4. Incoming/outgoing mail

Outgoing:

-

Incoming:

-

5. Reorganization Module 5b New Media

The module is already in progress and the OLD has not yet seen a module file. Faber notes that a module file has already been prepared and will send this to everyone by email (**action Faber**). Vermaas's course is no longer part of this module. He could no longer combine the two. This module is severely understaffed. Zwiers has taken on 3 parts of this module in addition to his role as coordinator. The OLC would like to discuss the evaluations of this module as soon as they are available (**action Faber/Spikker**).

6. National Student Survey Evaluation

CreaTe remains stable. The students do however believe that the quality of the lecturers and the scientific staff has decreased. The OLC wonders how a higher response can be achieved and why the surveys have been completed in this manner.

7. Intelligent Interaction Design

A UT-wide discussion is being conducted regarding the compensation scheme. Compensation is no longer possible in module 6. A discussion follows regarding the compensation scheme, in particular when it comes to the compensation scheme across modules. Module 6 is also a module at BIT and TI, and would therefore necessitate a UT-wide arrangement.

8. Module files and manuals

Schaafstal shall contact the module coordinators with the request to fill the files (**action Schaafstal**).

9. Questions

Faber would like to see the evaluations of modules 4 and 8 discussed at the next meeting (**action Faber, Salm, Poel, Spikker**).

Burghardt and De Kluijver would like to have access to webdav for the OLC documents. Spikker will contact ICTS about this (**action Spikker**).

Nibbelke is thanked for his work during the OLC and the OLC wishes him the best of luck.

13. End

The meeting is closed at 16.40.

Actions

Action point	Status	Action taker
179. Modify flowchart	In process. Will once again be modified, but the current flowchart will be placed for now	De Haan
181. Report assessments of module evaluations in log file	Continuous action	All
189. Update follow-up matrix, email and place on webdav	Is an on-going document. Leave until June. Faber will email the most recent version.	Faber
192. Draw up advice about module 1 after item 190.	Is informally relayed but the letter still needs to be sent. Salm will do this.	Salm
203. Find new student member.	Must this be HMI or can this also be CreaTe? Must be HMI.	Op den Akker
208. Contact the person who is prepared to sit in OLC from IO		Schaafstal
209. Request Module 3 module team to discuss again with respect to DiC	Not known as yet	Van der Hoeven
214. Doodle regarding new meeting dates		Spikker
215. Contact De Haan with the status of this flowchart (see item 179)		Burghardt
216. Flowchart from item 189 on agenda in October		Faber/Spikker
217. Evaluations of module 5 New Media on agenda as soon as these are available.		Faber/Spikker
218. Contact the module coordinators for completing the module files		Schaafstal
219. Place the evaluations of modules 4 and 8 on the agenda for October		Faber, Poel, Salm, Spikker
220. webdav access for Burghardt and De Kluijver	Has been requested from ICTS	Spikker
221. Sign off Nibbelke as a student member	Has been reported to various people	Spikker
222. Discuss with coordinators how things can be better coordinated or whether a module administrator is necessary		Schaafstal
223. Distribute an NM module manual by email	Has been emailed and is on webdav	Faber