

To: PC CreaTe/HMI members
From: Barbara Spikker
Reference: EWI15/CreaTe/3686bs Date: 18 February 2015
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CreaTe/HMI.doc
Subject **Minutes of the PC CreaTe/HMI meeting, 10 February 2015**

Committee members present: dr. M. Poel (chair), M. Bruinenberg, S. de Haan,
F. Lammers, J. Kolkmeier, V. Nibbelke
Others present: dr.ir. E.J. Faber (bachelor coordinator), dr. G.F. van
der Hoeven (director) B. Spikker (support staff,
minutes)

1. Opening and announcements

The meeting was opened at 16:05 by Poel.

Announcements

Poel reported that Apers will not attend due to lack of time of the OLC members. Apers will now attend the March meeting. This appointment still needs to be recorded. **(action by Spikker)**

Van der Hoeven announced that he does not know the exact preliminary enrolment numbers, but does know that there are currently 11/12 files for intake.

The comment on the report of the accreditation committee has now been sent. Van der Hoeven announced that it does include a typo, i.e. BSA under master's programme. Van der Hoeven also indicated that the assessment of dissertations is not only based on the report but on the entire project. The committee's view was also that the ex.cie pro could assume a more proactive attitude.

Faber reported that the results module 2 and 6 UT evaluations have been received. The current Module 2 scores better than last year. It also went more smoothly. On 11 February, consultations will take place with the lecturers of Module 2 concerning the grades, for example.

The results of module 6 are variable. Faber will send/make evaluations. **(Action by Faber)**

Bruinenberg indicates that the procedure regarding graduation is not running smoothly because of poor organization, assignments applications that are subsequently not honoured or are too late, etc. De Creec but will also evaluate the graduation process and the OLC will first see these outcomes before action is taken. Faber will ask De Creec about this. **(Action by Faber)**

2. Setting the agenda

De Haan had attached a flowchart. This would be discussed after point 6.

For the rest, the agenda was approved in its current form.

3a. Minutes of the programme committee of 13 January 2015

The minutes were approved in their current form.

Action points:

- 159. procedures will have to be drawn up.
- 160. has been mailed. May be removed.
- 164. has taken place. May be removed.
- 165. Faber is busy with this.
- 166. has taken place. May be removed.
- 167. has taken place. Only final to follow still. May be removed from the agenda.
- 168. mailed. May be removed.
- 169. is on this agenda. May be removed.
- 170. evaluate modules 2 and 6 in April. Poel and Salm also reported as action taker. **(Action by Spikker)**

4. Incoming/outgoing emails

Outgoing

- Invitation for meeting

Apers will come in March.

Incoming

- De Kluyver email study advance/loan system and new accreditation frameworks

For information purposes. De Haan reported that there had been a lecture about the new loan system.

Wieringa email Web Sciences optional module

This is an optional module. The question is whether CREATE also wants to participate. The OLC suspects there is too much overlap so that this optional module is not an option for CreaTe students. If this module is a continuation of previous components it could be interesting for CreaTe. Van der Hoeven will make inquiries. **(action by Van der Hoeven)**

Theune email change to module 6 TI/BIT/CreaTe test plan

For information purposes.

Creec email course evaluation guidelines

This is a comprehensive questionnaire, but not every point is discussed. This questionnaire is more of a guide for the interviewer. If desirable, one point could be considered in more detail.

5. Evaluation Modules 4 and 8

Module 4

This will also be briefly reviewed. Level scores are achieved. Only human factors stand out. This module has a reasonable score. Average grade is 6.3

The OLC would like a response from the Human Factors lecturer about the criticism. Poel will contact the lecturer. **(action by Poel)**

Module 8

Hybrid worlds scores low as a subject. The evaluations of the subjects will be sent to the module coordinator of module 8 for information purposes. However, the OLC finds it worrying that lecturer Mader alone should do something about this although this is a task for the degree programme and not for the OLC. **(action by Poel)**

6. Manual Module 7

Nibbelke and Faber have mailed comments and/or remarks. Van der Hoeven was given the floor. Test plan is still to follow, although little will be tested. The tests are all at the end of the module. A more detailed version of the manual will be produced.

Document subsequently received flowchart

De Haan has gone through this with De Kluyver. It is divided into two parts i.e. study-related and UT-related.

There is still a lot of uncertainty about the minor so the 2nd year is based on how things are at present. A number of adjustments need to be made, for example Year 3 is at the bottom under BSc assignment mentor, although this should be supervisor. De Haan will make the necessary changes. **(action by De Haan)**

7. Questions

Bruinenberg reports that this was his last OLC. He was thanked for his efforts, critical insight and commitment to the degree programme. The OLC wished him success.

8. End

The meeting was closed at 17:10.

Actions

Action item	Status	Action-taker
159. after completion of modules, check the module files		Spikker, Faber
165. matrix in connection with follow-up Master's	Ready in March	Faber
170. assess modules 1 and 5 and discuss module file of module 8	In March	Faber/Spikker/Poel/Salm
171. assess modules 2 and 6	In April	Faber/Spikker/Poel/Salm
172. Invite Apers for 10 March at 16.00	Was recorded	Spikker
173. Mail evaluations of module 2 and 6/place webdav		Faber
174. Contact Creec about evaluation of BSc assignment/thesis process		Faber
175. Ask Wieringa about optional web sciences module		Van der Hoeven
176. Contact Human Factors lecturer about response to criticism		Poel
178. mail subject evaluations to module coordinator of module 8		Poel
179. Modify flowchart		De Haan