

To: PC CreaTe/HMI members

From: Barbara Spikker

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Subject Minutes of the PC CreaTe/HMI meeting, 10 March 2015

Committee members present: *dr. M. Poel (chair), dr. ir. C. Salm, S. de Haan,
F. Lammers (vice-chair), J. Kolkmeier, V. Nibbelke*
Others present: *dr. G.F. van der Hoeven (Director), B. Spikker (Support
Staff, minutes)*

1. Opening and announcements

The meeting is opened at 15:05 by Lammers.

Announcements

Poel will join the OLC at 15:30 due to obligations elsewhere.

Van der Hoeven reports the state of the preliminary enrolments. Compared to last year, the preliminary enrolment is lagging behind. Composition has changed drastically. Last year, we had 40 Dutch enrolments. We have 20 this year. Last year, we had 20 German enrolments. We have 3 this year. We have had many foreign applications from far abroad, but we are relatively sure these will not show up. Many people visited the information day. However, the enrolments are lagging far behind. What also worried us is the fact that during the intake interviews, a large number of applicants was deemed unsuitable for CreaTe. We do not know the reason why the preliminary enrolments are lagging behind. It is unsure whether this is because of the deadline of 1 May (which it is not viewed as definite).

2. Setting the agenda

The evaluations are not on the agenda because of item 5 and 6. However, the evaluations need to be discussed in April.

Item 7 has been dropped because Faber's input is desired for it. Due to educational obligations, Faber has been inconvenienced.

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

3. Minutes programme committee of 10 February 2015

The minutes were approved in their current form.

With reference to:

Page 1 accreditation definite version is finished. Several things have been adjusted slightly but not to Van der Hoeven's satisfaction.
A small report will follow the report. This will be discussed in April and then we will review what actions the OLC needs to take. **(action by Van der Hoeven, Spikker)**

Action points:

- 159. the deadline for control will be set on 12 weeks.
- 165. has been put on this meeting's agenda but version is not yet definite. This item will be passed on to April **(action by Faber, Spikker)**
- 170. will be on April's agenda. **(action by Faber, Poel, Salm, Spikker)**
- 171. will be on April's agenda. **(action by Faber, Poel, Salm, Spikker)**
- 172. is on this meeting's agenda. Item can be deleted.
- 173. item remains.
- 174. De Haan says she has already informed CreeC on this. Retain this point in view of Faber's commentary.
- 175. not yet received a reply. Retain this item.
- 176. lecturer has replied but will be discussed during the next meeting.
- 178. has taken place. Item can be deleted.
- 179. almost completed. De Haan will email this again. Flow chart is under condition of the 2nd year.

4. Incoming/outgoing emails

Outgoing

- **Module evaluation procedure**

Van der Hoeven has communicated this to the module coordinators. The coordinators would like this to be reported to the file's logfile when the OLC has assessed several things. **(action members)**

The lecturers also do not want it to contain test information because the OLC has student members, even though they have to abide by a code of conduct.

Incoming

- **Mail B. Oat shortage module 8** evaluation Hybrid Worlds + module user manual

Is for information purposes.

The user manual is not yet finished. Given the time, members have been requested to read the user manual via email in the meantime. As soon as the user manual is finished, it will be emailed to all members. **(action by van der Hoeven, all members)**

5. Human Media Interaction curriculum

Heylen is welcomed and is given the floor.

HMI has been working to adjust the Master's programme partially because of the intake from CreaTe.

Heylen describes the new curriculum concept. A discussion follows, points being discussed are:

- the intake moments (*answer: February and September*)
- demands on foreknowledge concerning premasters attainable at those times as well? (*answer: yes*)
- students wittingly follow a component of the separated course in stead of both (*answer: no, can possibly be covered in the learning goals*)
- make certain courses obligatory to create an HMI group and enhance bonding (*answer: good option*)
- create for example 4 example trajectories for certain interests (*answer: good idea*)

Together with Van der Hoeven, Heylen will draw up a proposal (taking aforementioned into consideration) and will submit it to the OLC in due course. **(action by Van der Hoeven)**
Heylen is thanked for his explanation.

6. Points of interest CreaTe

Apers is welcomed and is given the floor.

Apers has taken the review committee's and OLC's signal to heart.

One vacancy has been obstructed due to the reorganization, but this obstruction has now been lifted and acquisitions can be made.

Two more places can be filled at CreaTe from supplementary means. Van der Hoeven will review what areas need supplementary help before acquisitions will be made. Apers is also working hard to actively involve residing lecturers, who are not yet involved in a chair, in a chair.

Furthermore, Apers reports that:

- a request has been submitted to the chairs to start the development of a CreaTe research;
- vacancy succession of Van der Hoeven has gone
- together with the CTW dean, Apers is looking at the possibilities of cooperation;
- possibility an IO lecturer becomes a disciplinary board member.

The OLC is pleased with the steps that have been taken in the meantime. Apers is thanked and leaves the OLC at 16:20.

Van der Hoeven says the advertisement can be found on intranet. Poel will hand it out.

(action by Poel) The vacancy is open until 20 March. An appointment committee has been set up but has not officially been appointed yet. As of 1 May 2015, Van der Hoeven will work 2 days less and will retire entirely as of November 2016.

7. Matrix follow-up master

Will be moved to April because Faber's input is required.

8. Questions

De Haan has several questions:

- Is there more information available on the personal profile courses yet?

Answer: should be on the major/minor site in April.

- Will there be an official notice from CreaTe concerning the loan system?

Answer: No, not from CreaTe but De Kluyver has communicated several things and so has Proto. For EE, the OLD and student association will take action for students and lecturers with regard to sped up correction, for students and lecturers with regard to sped up correction, forwarding graduation etc.

- Apparently, there will be a study tour module. You would follow classes for 6 weeks and then travel. Do we know more on this subject?

Answer: It is unknown whether this is a proposal or whether a decision has been made.

Remains unknown for the time being.

- Has the UT thought about filming the lectures? Other universities do this regularly.

Answer: The university only has two units and the UT is asking for money to provide this service.

9. End

The meeting is closed at 16:05.

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. On April's agenda	Faber
170. Assess modules 1 and 5 and discuss module file of module 8	In March. On April's agenda	Faber, Spikker, Poel, Salm
171. assess modules 2 and 6	In April	Faber, Spikker, Poel, Salm
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
179. Modify flowchart		De Haan
180. Report following accreditation report received and review whether OLC should take action.		Van der Hoeven/Spikker
181. Report assessment module evaluations in logfile		Everyone
182. Module 8 user manual finished. Mail it to everyone and discuss it via email.		Van der Hoeven/everyone
183. Draw up proposal HMI curriculum and submit to OLC		Van der Hoeven
184. Email advertisement regarding appointment OLD		Poel