

To: PC CreaTe/HMI members

From: Barbara Spikker

References EWI15/CreaTe/3629bs Date 28 January 2015

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Subject Minutes of the PC CreaTe/HMI meeting, 13 January 2015

Committee members present: *dr. M. Poel (chair), dr. ir. C. Salm, ing. P. van Passel,
M. Bruinenberg, S. de Haan, F. Lammers,*
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 15:03 by Poel.

Announcements

Ruben van de Berg was welcomed. He was present as chair of the Creec.

Van der Hoeven was congratulated on the accreditation outcome.

Bruinenberg stated that this was his last but one visit as member of the OLC. He will be stepping down due to the completion of his studies. **(action by Spikker)**

Salm stated that she would have to leave the OLC at the latest by 16.45.

Van der Hoeven stated that currently 11 files were ready for intake.

2. Setting the agenda

Bruinenberg would like the OLC to discuss the quality of final projects. Some theses are not really CreaTe. It was decided that this should be kept on the agenda as item 8.

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

3a. Minutes programme committee dated 9 December 2014

Poel stated that the Dean had been invited to attend the OLC again in February 2015. Poel also stated that he would soon meet with Romkema regarding questions in the evaluations.

Action points:

- 136. is on this agenda. May be removed.
- 147. is on this agenda. May be removed.
- 150. has taken place via email. Is in Romkema's hands. Point may be removed from the agenda.
- 152. has been done. May be removed from the agenda.
- 156. has been done. May be removed from the agenda.
- 157. has been done. May be removed from the agenda.
- 158. Is on this agenda. May be removed.
- 159. procedures will have to be drawn up.
- 160. to follow.
- 161. has been done. May be removed from the agenda.
- 162. has been done. May be removed from the agenda.
- 163. on the agenda. May be removed.

4. Incoming/outgoing emails

Incoming Contract Courses

This document has been passed on in connection with the HTHT modules. Faber has started drawing up a matrix for follow-up Master's. This should be ready by mid-March. In fact, it is a sort of pre-Master's package. **(Action by Faber)**

Faber did ask the following. Many CreaTe students have no basic knowledge of B Mathematics although they have learnt a lot of mathematics during their studies. Can they actually be accepted? Van der Hoeven felt that they cannot be admitted, while Salm feels that such students are free to try, though they will not receive any extra support. Perhaps it would be wise to place an asterisk here, indicating that they should contact a coordinator.

Some programmes are not offering anything. This could be because they are full or because they have too few lecturers. This is not, however, the definitive table. There will be another update.

Outgoing invitation to the Dean

This letter has been sent, but has been recorded under February due to the short time for sending and the OLC documents.

5. Evaluation accreditation/visitation CreaTe

Van der Hoeven explains the procedures.

A report will arrive on about 20 January, indicating, among other things, points for improvement. This has to be discussed and corrections can be made. This must have taken place before 15 February. It will be sent, via the Board, to the QANU. The QANU will discuss and carry out any corrections in consultation with the accreditation committee. After this we will receive the definitive report. The QANU report and the ZER will then be sent to the NVAO. They will investigate whether everything has been done correctly and whether everything is sufficiently substantiated. At that moment they still have the right to ask questions. At about 20 March 2016 we will know whether we have definitely been granted renewed accreditation.

6. Evaluation modules (action points 136, 147, 150 and 152)

A lot of assessments are taking place (lecturers, creec, etc.). All assessments are in the OLC's assessment file. Salm would like to see a plan being developed as soon as an assessment has been completed. This was subsequently discussed. The OLC would like the module team to meet in good time.

Van den Berg reported that Creec would be assessing the week after the module. The assessment would then be sent to the module coordinator. Poel will ask Van der Hoeven in writing to implement the following procedures: **(action by Poel)**

- Module coordinator collects the assessments and adds them to the module file;
- The module coordinator organizes an assessment meeting with the module team at the latest 10 weeks after completion of the module. Conclusions and plan for improvement will be added to the module file (deadline 10 weeks after completion of the module).

The OLC would like to be able to access questions posed by the Creec. Van den Berg reports that procedures for this exist and he would send them by email. **(action by Van den Berg)** Per module the Creec will hold assessments in the 1st and 2nd years.

An assessment of the commentary has been requested as a lot of remarks were made about the procedures. As soon as the questionnaire for this course is available, Van den Berg will send it by email. **(action by Van den Berg)**

It was agreed that in **February** modules 4 and 8 would be assessed and in **March** modules 1 and 5, and the module file for module 8 would be discussed. **(action by Faber, Spikker)**

7. Review first year TOM

Salm handed out her summary of the document and took the floor. The following were discussed:

- students throughout the UT are reasonably positive;
- TOM still has to come to full fruition;
- The tests have to be examined critically (Educational Services are currently doing this);
- An awful lot of tests (high work pressure for students and lecturers)

8. Extra point inserted: Final projects

Bruinenberg took the floor. He was right in the middle of graduating. He felt that the quality of final projects is inconsistent. Last year someone had come up with a final project that did not function. This is about the results of years of learning, and Bruinenberg felt this was disturbing.

This was followed by a discussion of:

- Increasing the composition of the Graduation Committee. The current agreement is 2 internal and 1 external assessor;
- Use of an assessment form (that has been developed);

Van der Hoeven also commented that all supervisors meet to examine the projects. In fact, there is nothing wrong with the procedures. The OLC agrees with this.

9. Questions

Van der Hoeven asked whether students have already been informed about the National Student Questionnaire. De Haan has received it again. It is important that as many students as possible complete it.

Van de Berg would like to receive the minutes of this OLC if possible. **(action by Spikker)**

Faber reported that tomorrow the programme bureau had organized a seminar for lecturers entitled "the stressed-out student within TOM".

10. End

The meeting was closed at 16:57.

Actions

Action item	STATUS	Action-taker
159. after completion of modules, check the module files		Spikker, Faber
160. mail the manual for module 7 as soon as it is ready.		Van der Hoeven
164. Terminate Bruinenberg's membership of the OLC after 10-2-2015	This will be done after 10-2-2015	Spikker
165. matrix in connection with follow-up Master's	Ready in March	Faber
166. Letter to Van der Hoeven about module assessment		Poel
167. questionnaire on assessments of subjects and email commentary		Van den Berg
168. minutes to Van den Berg		Spikker
169. assess modules 4 and 8	In February	Faber, Spikker
170. assess modules 1 and 5 and discuss module file of module 8	In March	Faber, Spikker