

*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: 13 October 2015

**Concerns Minutes of the PC CreaTe/HMI meeting, 13 October 2015**

Committee members present: dr. M. Poel (chair), dr.ir. C. Salm, F. Lammers,  
Others present: dr.ir. E.J. Faber, B. Spikker (support staff, minutes),  
C.N. Burghardt (listener),  
D.R. de Meij, S. ter Stal (candidate members)

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**1. Opening and announcements**

The meeting is opened at 09.03 by Poel.

**Announcements**

De Meij and Ter Stal are welcomed. They present themselves as student member candidates from HMI for the OLC and briefly introduce themselves. If they actually want to become members, they are requested to inform Spikker of this by email so that this can be made official. **(action ter Stal, De Meij, Spikker)**

Op den Akker is ill and is recovering at this time. He will soon be present again.

Van der Hoeven will be present at around 09.30.

**2. Setting the agenda**

The agenda is approved in its current form.

**3. Programme committee minutes of 8 September 2015**

Page 2 action item 192 information already relayed. → already informally relayed.

Page 4 action item 223 module file → module manual.

The minutes are approved with due regard to the above mentioned changes.

**Action items:**

- 179. Burghardt has been in contact with De Haan. De Haan will complete the flow chart himself, however on the advice of OLC he will do this together with Burghardt with a view to any future transfer.
- 181. is an ongoing action. Defer to next meeting.
- 189. is on this agenda. Item can be removed.
- 192. has been drawn up but not sent. Salm will still send the letter. However, everything has been relayed informally.
- 198. is on this agenda. Item can be removed.

- 203. 2 candidates found. This point may be removed for the time being.
- 208. needs to come from IDE. This is ongoing. Schaafstal will take responsibility for this.
- 209. not known. Defer to next meeting.
- 214. completed. Item can be removed.
- 215. completed. Item can be removed.
- 216. completed. Item can be removed.
- 217. ongoing.
- 218. defer to next meeting.
- 219. defer to next meeting. Module 8 has been evaluated by the module team.
- 220. completed. Poel will send the link to Burghardt.
- 221. completed. Item can be removed.
- 222. defer to next meeting.
- 223. completed. Item can be removed.

#### **4. Incoming/outgoing mail**

##### **Outgoing:**

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##### **Incoming:**

**Dean Apers**                      **termination Nibbelke membership**

For information purposes.

**Faber**                              **manual module 5 New Media**

Smart Technology is still given with research group (bottom of page 2, 2<sup>nd</sup> line). This still needs to be amended. Poel will relay this to Zwiers again together with the findings from the evaluation. **(Action Poel)**

##### **New Media evaluation**

Faber is given the floor. De Creec has already evaluated the module. Briefly summarized the contents of this module are very appealing for students, however the communication leaves much to be desired. The timetable is not always clear. The coordinator will himself provide three components in this module and in the timetable it is not clear which component is in the timetable, meaning students cannot adequately prepare themselves. The nomenclature in the test schedule is also not consistent. As soon as all evaluations are received and discussed in the OLC the president will summon the coordinator. **(action Poel)**

**A. van Willigen**                      **invitation to Quality of Education meeting**

Poel indicates that it was interesting and gives a brief summary. The following points were addressed:

- projects that continue in modules;
- different types of students (students who are interested in concepts (deep learning) and students who have the objective of obtaining the diploma (shallow learning).);
- dealings with compensation (across modules, component within a module etc.);

Poel would like to know how Schaafstal deals with the above. Therefore this item will once again be on the agenda for November **(action Spikker)**.

Workload is not extensively discussed. Poel wants to discuss this again informally with the counsellor.

Van der Hoeven enters with a treat as farewell from his OLC membership. He and the OLC are thanked for their commitment and involvement as well as for the excellent cooperation.

#### **5. Module 6 Intelligent Interaction Design**

Poel briefly summarizes. Compensation is possible, however, according to the EER of Create the lecturer/coordinator may decide whether this is possible and this does not have to be applied for from the examination board. Faber will discuss this with Theune. **(action Faber)**

In addition, there is some lack of clarity about the colour scheme that Theune has used. Poel will contact Theune about this. **(action Poel)** The summary is otherwise clear and the OLC is positively disposed.

#### **6. Follow Up Matrix**

The enclosed working document is a summary. For computer science masters, there is 1 pre-master package to allow for students to move to higher education. The fail-pass regulation of the programme in question applies for the pre-master packages. With EIT the entry and exit university decides which subjects/modules need to be chosen.

#### **7. Module files**

The OLC wants to know what the status is with regard to module files. Unfortunately Schaafstal is not present and this item will therefore be moved forward to the following OLC. **(action Spikker)**

#### **8. Questions**

De Meij wants to know if this is a representative meeting that gives a good indication of how things are going within the OLC.

Poel mentions several key points that need to be discussed in the OLC. These are:

- modules 3 and 7 have no coordinator; maybe start looking beyond obvious fields/candidates. Module 3 could be coordinated by someone from IDE and module 7 by someone at IEM/IBA;
- module files;
- check whether the module team has drawn up an improvement plan as a result of the evaluations.

#### **9. End**

The meeting is closed at 10.45.

## Actions

Action point	Status	Action taker
179. Modify flow chart	Pending. Will be completed by De Haan and (at the request of OLC) Burghardt	De Haan, Burghardt
181. report assessments of module evaluations in log file	Ongoing action	All
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
208. contact the person from IDE prepared to be in OLC		Schaafstal
209. request Module 3 module team to discuss again with respect to DiC	Not known as yet	Van der Hoeven
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. evaluations of modules 4 and 8 on agenda of October/November		Faber, Poel, Salm, Spikker
222. discuss with coordinators how things can be better coordinated or whether a module administrator is necessary		Schaafstal
224. relay whether De Meij and Ter Stal want to join the OLC as student member	Both will become members. This has already been put into operation	Spikker, De Meij, Ter Stal
225. contact Zwiers with regard to module 5 as a result of evaluations and manual	If all evaluations are discussed	Poel
226. Quality of Education again on agenda in November with regard to actions that Schaafstal needs to take	On agenda for November	Spikker
227. contact Theune about repair of module. Not via examination board with CreaTe	Theune is informed by Faber	Faber
228. more clarity about colour scheme in module manual		Poel
229. module files on agenda in November in presence of Schaafstal		Spikker

## SPEARHEADS

Modules 3 and 7 have no coordinator.	Possibly take a broader view. Module 3 could be coordinated by a person from IDE and module 7 by someone at IEM/IBA	Minutes 13-10-2015
Module files are not yet well filled		
Check whether the module team has drawn up an improvement plan as a result of the evaluations		Minutes 13-10-2015
Quality of Education as a result of the meeting. See minutes 13-10-2015	projects that continue in modules; Various types of students (shallow and deep learning) Dealing with with compensation	Minutes 13-10-2015