

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: EWI16/CreaTe/4889bs

Date: 13 May 2016

Concerns Minutes of the PC CreaTe/HMI meeting, 10 May 2016

Committee members present: Dr M. Poel, Dr C. Salm, S. ter Stal,
F. Lammers (vice-chair), C.N. Burghardt,
Others present: Dr E.J. Faber (Bachelor's coordinator) dr. A.M.
Schaafstal (director) B. Spikker (support staff, minutes), K.T. de
Kruiff (listener)

1. Opening and announcements

The meeting is opened at 15:05 by Lammers. Poel and Ter Stal will arrive later due to classes.

Announcements

De Kruiff is welcomed. He will take up Burghardt's tasks in the next study year.

Burghardt has another new spearhead.

Preliminary registrations:

Schaafstal takes the floor. We were ahead of where we were last year; however the growth is currently 14% less. The loss is due to foreign preliminary registrations. Currently, there are 72 Dutch pre-registrations (68 last year). It is striking that there are more female pre-registrations (33%).

Furthermore, Schaafstal remarks that the faculty is looking into finding new additional space at CreaTe's conditions. Currently, they are considering the WELP hall, but this also functions as the practical assignment room of EE.

Another point is that CreaTe scored high in the National Student Questionnaire, however the figures are not final yet.

Finally, Schaafstal remarks that Faber is in the finals for the Central Education Award.

2. Setting the agenda

Evaluations are not in yet. Point 5 of the agenda will be moved to June, as will Emmerloot's complaint related to this point. **(action Spikker)**

Furthermore, points 8 and 9 (TER) will not be discussed, because the TER is not finished yet. It is decided to plan an additional OLC for the TER at the end of May. The TER must be sent to the Faculty Board before 3 June. **(action Spikker)**

The agenda is set taking into account the above.

3. Minutes of the programme committee of 21 April 2016

Substantive:

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N/A

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The minutes are approved in their present form.

Action points:

- 181. remains.
- 208. no one found yet. Perhaps someone from BMS is also an option. A meeting has been planned with BMS regarding teaching duties. Faber puts forward Wendy Tollenaar.
- 242. for additional OLC end of May.
- 243. discuss as soon as known.
- 245. remains.
- 246. remains.
- 252. completed. Point can be removed.
- 253. The aim is to process changes in the course file. Some coordinators do not have a final evaluation. Point can be removed.
- 254. completed. Point can be removed.
- 255. Joke Oosterhuis, Gerrit van der Hoeven and Jelle Stienstra are leaving.
Module 4 will be coordinated by Marielle Stoelinga. Module 11 will be taken up by Richard Bults. Schaafstal is still looking for a replacement for Jan Koornstra.
Van der Hoeven's tasks will be taken up by Robin Aly. Poel will also dispose of a few tasks for CreaTe.

Newcomers:

Oresti and Anskar (already known).

In about 2 weeks, Schaafstal is meeting with another person. She is also in conversation with Adriaan Wormgoor.

Burghardt puts forward the name of Randy Klaassen regarding Poel's desire to dispose of tasks.

New Media is still a source of concern.

Burghardt also states that she might know a few people regarding Sound Engineering. She will pass these names on to Schaafstal. **(action Burghardt)**

Point can be removed.

4. Incoming/outgoing mail

Outgoing:

-

Incoming:

-

5. Evaluation module 7 Innovation and Entrepreneurship

Evaluations not yet available. Point is forwarded to June. (**action Spikker**).

6. Manual module 8 Data: from the source to the senses

The manual is discussed page by page.

P 1 - 2-out of -1 component is incorrect and things could be formulated more clearly.

- page numbers are missing.

P 5 - grade calculation is missing for this course and is available for other courses.

Consistency in this matter is advised.

P 7 - the OLC recommends to state the consequences of late submission of homework and to also state this at the start of the class.

P 10 - it would benefit the structure if headers and subheaders were used.

- with respect to par. 7: does this only concern storage or rights at the university? Perhaps clarify this.

- Does BB also state that attendance is mandatory?

P 13 - also mention whether the guest speakers are mandatory.

P 14 - One bullet point is left open. This suggests that a point still needs to be submitted.

P 15 - compliments for the list of references.

P 16 - compliments for stating the grading system again.

Notify Haverkort about these matters. (**action Lammers**)

7. Staff CreaTe

See action point 255.

8. TER CreaTe

Move to additional OLC end of May (action Spikker/Schaafstal/Faber)

9. TER HMI

Move to additional OLC end of May (action Spikker/Schaafstal/Faber)

10. Spearheads

Point 3 remains

Point 4 remains

Point 5 relates to meeting Quality of Education in which, among other things, projects that cross different modules are discussed, as well as the different types of students are (truly interested or only interested in a degree). OLD was asked for advice on how to handle this. Is out of date and can be removed as a spearhead.

Points 6 and 7 is ongoing action and can be removed.

Point 8 Up to now there is no alternative. The OLC would like to see this point more elaborated upon. **(Action Burghardt/Lammers)**

Point 10 Schaafstal explains the Master's programme and how it relates to HMI. External agency will investigate whether or not there is a demand for the programme and the Ministry of Education must also give its approval. The aim is to start a test group in February 2018.

Semester 1 technology in-depth

Semester 2 expressive media

Semester 3 understanding analysing context

Semester 4 graduation

Point 11 there are still not enough second-line supervisors (critical observers).

Point 12 Dertien will take this up again. Point can be removed.

Point 13 Stoelinga will do this. Point can be removed.

New spearhead

Burghardt has another request. The students would like to have an overview in the manual which states when the grades must be provided. According to article 4.6 of the TER, this should be included. The coordinators will be informed about this **(action Schaafstal/Faber)**

11. Questions

12. End

At 17.00 a.m the meeting is closed.

Actions

Action point	Status	Action taker
181. report assessments of module evaluations in log file	Ongoing action	All
208. contact the person who is willing to participate in programme committee from IO	Discussed, but still unknown. Option someone from BMS (Wendy Tollenaar)	Schaafstal
242. TER on May agenda	Also see point 250. In additional OLC end of May.	Spikker/Schaafstal
243. assessing module manuals modules 4 and 8	Discuss as soon as known	Salm
245. Provide comments manual module 3 after discussing the evaluations	As soon as evaluations are available	Poel
246. Provide comments manual module 7 after discussing the evaluations. Properly examine evaluations regarding complaint Emmerloot.	As soon as evaluations are available. Will be placed on June agenda.	Poel/Spikker/Faber
256. scheduling additional OLC for 3 June regarding TER HMI and CreaTe	Has been scheduled	Spikker
257. give names to OLD regarding sound engineering departure of Koornstra		Burghardt
258. pass on comments to Haverkort regarding manual module 8		Lammers
259. spearhead 8 needs to be specified in more detail		Lammers/Burghardt
260. Inform coordinators that an overview will be included in the manual, stating the data when grades must be known to students.		Schaafstal

SPEARHEADS

resolved

5.	Quality of Education in response to meeting. See minutes of 13-10-2015	Ongoing projects in modules; Various types of students (shallow and deep learning) Dealing with compensation. Is out of date. Point can be removed.	Minutes 13-10-2015
6.7	Allow CreaTe degree programme to grow once again, publicize it positively and stabilize staffing	Spearheads for Schaafstal	Minutes 13-11-2015
12.	Module 3	Stienstra will leave UT. For now, Dertien will take up module 3 for the next study year	Minutes 21-4-2016
13.	Module 4	Stoelinga will coordinate module 4	Minutes 21-4-2016

Open points

3.	Module files are not properly completed yet		
4.	Check whether the module teams will prepare a plan for improvement in response to the evaluations		Minutes 13-10-2015
8.	Spearhead of students to improve communication between student/lecturer	Spearhead of student members. Specify more	Minutes 13-11-2015
10.	CreaTe master's programme	in development	Minutes 12-01-2016

11. Staffing CreaTe (graduation project supervisors)	Still a shortage of second-line supervisors for graduation projects.		Minutes 12-01-2016
14.			