

Bureau of Educational Services

To: Members PC CreaTe/HMI

From: Barbara Spikker

Reference: EW116/CreaTe/5133bs Date: 26 July 2016

Concerns Minutes of the PC CreaTe/HMI meeting, 13 July 2016

Committee members present: Dr. M. Poel (Chair), dr.ir. C. Salm, dr.ir. H.J.A. op den Akker, S. ter Stal, F. Lammers, D.R. de Meij
Others present: dr.ir. E.J. Faber (Bachelor Coordinator) dr. A.M. Schaafstal (Director) B. Spikker (Support Staff, Minutes)

1. Opening and announcements

The meeting is opened at 12.05 by Poel.

Announcements

We estimate there will be 100 students arriving. The latest matching took place on 7th July. Our impression is that the new cohort are good students.

There will be two summer re-sits. One in July for students who can still get their BSA with a maximum of 2 re-sits. The second re-sit will take place at the end of August/beginning of September for students who can continue nominally. Students have been emailed about this re-sit and those who are eligible have responded immediately. All aspects have been considered carefully and been arranged in consultation with teaching staff.

The CPO does not have many applications. The OLD will make the final decision. Salm wonders whether the students who are now being dragged through will turn into long-term students.

There is a new member of staff for module support and a new lecturer in Sound Engineering. For Modules 11 and 1 elective, the assistance has been secured of a professional documentary maker.

The admission process will be investigated thoroughly as it is not running as smoothly as it could do.

Ter Stal explains that she will be on a work placement next year and is not sure whether she can attend the meetings. She will let us know.

2. Setting the Agenda

The agenda is approved in its current form.

3. Minutes of the programme committee of 22 June 2016

Substantive:

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N/A

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The minutes are approved in their present form.

Action points:

- 181. Taken on by the faculty as a whole. Can be removed.
- 208. Have not found anyone. Currently the priority is teaching staffing.
- 243. Modules are finished. Point can be deleted
- 245. Carry over.
- 246. On this agenda. Point can be deleted
- 259. In hand.
- 260. Not yet done. Regarding partial marks.
- 261. Carry over.
- 262. done. Point can be deleted.
- 263. Carry over.
- 264. On this agenda. Point can be deleted.
- 265. Not known. Carry over.
- 266. Carry over.
- 267. Not yet known.

4. Incoming/outgoing mail

Outgoing:

The Module 2 module team will discuss this once more.

5. Internship (Faber)

Faber mistook the time of the meeting and will arrive later. This point will be moved to the next OLC. **(Action Faber/Spikker)**

6. Evaluation module 7 Innovation and Entrepreneurship

There will be new teaching staff for this module, including Tamara Oukes and Kasia Zalewska. They will tie in more with CreaTe.

Van der Meij says he attended a workshop on patents, which was very interesting. He will pass on the name of this person to Schaafstal. **(Action De Meij)**

Further discussion on this module:

- lecturer ill and no replacement while the exam stayed at the same level.
- turn Modules 7 and 8 around
- feedback. As students are required to submit work regularly, the teaching staff is obliged to give feedback

7. Minutes made by students

From next academic year, the minutes will be taken by students. Agenda, scheduling will still be done by Spikker. The question is whether we should hold the meetings in English. This will be discussed. For now we will keep them in Dutch.

8. Spearheads

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9. Questions

Van der Meij would like to know if there is more information about the new HMI programme. There was going to be a feedback session. Has this happened yet? Has the new programme been communicated to students? Poel to contact Heylen. **(Action Poel)**

Schaafstal thanks the OLC for its efforts and wishes everyone a good holiday.

Op den Akker would like to know how many students have been granted an extension on their final project. Around 40% has exceeded the deadline. This has consequences.

10. End

At 13.05 the meeting is closed.

Actions

Action point	Status	Action taker
208. Contact the person who is willing to participate in programme committee from IO	Discussed but no information yet. Option: someone from BMS (Wendy Tollenaar). Current priority is teaching staff.	Schaafstal
245. Comments on Module 3 manual - pass on after discussing evaluations	As soon as evaluations are known	Poel
259. Further specification of Spearhead 8		Lammers/Burghardt
260. Tell coordinators that dates when marks are announced should be included in manual		Schaafstal
261. Set up project subjects procedure in relation to module repeaters	On the agenda for September/October 2016	Schaafstal, De Kluijver, Faber, Spikker
263. Notify Reidsma manual lacks evaluation plan and deadline of announcing partial marks		Poel
265. Summary Premaster on Proto site		Burghardt
266. Update progress on Master CreaTe	On the agenda for September/October 2016	Schaafstal/Spikker
267. Formulate proposal on format of final evaluations		Faber
268. Internship to OLC September	September	Faber/Spikker
269. Communicate name of patents workshop leader to Schaafstal		De Meij
270. Approach Heylen about new Master's HMI - how to communicate to students / feedback session	Has been emailed	Poel

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. Point no longer relevant. Point can be deleted.	Minutes 13-10-2015
6.7	Allow Create degree programme to grow once again, publicize it positively, stable staffing	Spearheads for Schaafstal	Minutes 13-11-2015
12.	Module 3	Stienstra to leave UT. For the time being, Dertien will take on Module 3 next academic year	Minutes 21-4-2016
13.	Module 4	Stoelinga to coordinate Module 4	Minutes 21-4-2016

Open points

3.	Module files are not yet properly filled		
4.	Check whether the module teams will prepare a plan for improvement in response to the evaluations		Minutes 13-10-2015
8.	Spearhead from students to improve communication between student/lecturer	Spearhead from student members. Specify further	Minutes 13-11-2015
10.	Master CreaTe	Under development	Minutes 12-01-2016
11.	Staffing CreaTe (final project supervisors)	Shortage of second assessors for final project.	Minutes 12-01-2016
14.			