

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/4843bs Date: 26 April 2016

Concerns Minutes of the PC CreaTe/HMI meeting, 21 April 2016

Committee members present: Dr M. Poel (chair), Dr C. Salm, S. ter Stal, F. Lammers,
C.N. Burghardt, D.R. de Meij
Others present: Dr E.J. Faber (bachelor's coordinator), B. Spikker
(support staff, minutes)

1. Opening and announcements

The meeting is opened at 09:05 by Poel.

Announcements

It is decided to first discuss point 5 as members of CreeC are present for this.

Burghardt states that her tasks in the student association will be taken up by Kasper de Kruiff and asks for approval for his presence in future meetings as an observer. The OLC agrees. Access webdav will be applied for. **(action Spikker)**

2. Setting the agenda

It is decided to first discuss point 5 as members of CreeC are present for this.

The agenda is set taking into account the above.

3. Minutes of the programme committee of 15 March 2016

Substantive:

P 3 *MSc HMI* Faber wonders what is intended with sharing courses.
This means that courses are not shared with other programmes.

Point 8 Jelle Stienstra will leave UT. Module will be coordinated by Edwin Dertien again.

N/A

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The minutes are approved in their present form.

Action points:

- 181. remains.
- 208. remains.
- 218. Romkema is working on this. Point can be removed.
- 231. is stated in the evaluations. Point can be removed.
- 242. is placed on the agenda of May.
- 243. discuss as soon as known.
- 245. remains.
- 246. remains.
- 247. is dealt with and can be removed. It is noted, however, that coordinators who do not take note of the evaluations will be confronted. Poel will discuss this with Schaafstal (**action Poel**).
- 248. there will be an EWI-wide module file accessible to all EWI teachers and OLC. Point can be removed.
- 249. is dealt with. Point can be removed.
- 250. has taken place. Point can be removed.
- 251. is on this agenda. Point can be removed.

4. Incoming/outgoing mail

Outgoing:

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Incoming:

Dean EWI *letter of appointment student member C.N. Burghardt*
For notification purposes

Dean EWI *letter of termination student member S. de Haan*
For notification purposes

Complaint module 7

The complaint mostly concerns the manual. In the manual, some matters are not specified . The members are of the opinion that the complaint is unfounded and that the student may have misinterpreted it. The examination schedule was provided timely on Blackboard. It is decided that the evaluations of module 7 (in May) are examined in detail and that this is possibly taken into account for next year's manual. (**action Faber**)

5. Creec Website

Beerend Gerats, Ruben van den Berg and Jelle Wolbers are welcomed. They came up with a new system for the evaluations, on which they are giving a presentation. They approached both students and teachers and made an inventory of what is required for an evaluation. This can be found on creec.ewi.utwente.nl.

The following is discussed in the presentation:

- if an evaluation has been uploaded/filled in, the coordinator will be notified automatically;
- it is stated that comments posted will be public;
- for now, all employees and students can respond/view;
- for now, the set-up is intended only for CreaTe, but could be shared with other programmes in the future;
- not intended to be used as a forum;

The Creec has the following questions:

1. *Is the OLC missing any functions?*

A download function for adding evaluations would be useful.

2. *Look and view (tried to be neutral and inviting)*

OLC feels that this needs to be evaluated among students.

3. *Privacy-sensitivity*

OLC also wants minor students to have access.

4. *Website accessible for next generations as well?*

The OLC thinks that other generations could use it as well if there is a proper manual.

The OLC feels positively about the website and hopes it is feasible to evaluate every module.

Gerats, Van den Berg and Wolbers are thanked for their work and leave the meeting at 09:45.

6. Evaluation module 2 Smart Environments

Evaluation is discussed briefly.

- Pass rate was pretty good.

- The Sketching course is criticized heavily.

Poel will inform the coordinator that Sketching requires more clarity. **(action Poel)**

7. Spearheads

Point 1 Jelle will leave UT. Module 3 will return to Edwin.

Point 2 Oosterhuis is temporary. Requires a new coordinator next year.

Point 11. It is noted that not everyone has a second supervisor. The graduation colloquium is planned on 29 June.

Teacher Koornstra (sound engineering) is no longer present in the next study year and a much-needed replacement is looked for.

Due to Schaafstal's absence, this point will not be discussed any further.

8. Questions

Salm shares the pre-registration figures.

Last year 86 pre-registrations. Now 89, which is a 4% increase. 35% is female.

69% is Dutch, 18% European and 14% from the rest of the world.

Kriele was nominated for an award and there is a request to vote for him.

Faber mentions that 10 Bachelor's programmes will be inspected by the Inspectorate of Education.

Salm states that staffing remains a problem and that perhaps Apers should be approached again to this end. Schaafstal will be requested to make an overview of teachers who might leave this study year and new teachers. **(action Schaafstal)**. Discuss this in May. **(action Spikker)**

9. End

At 10.30 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	Schaafstal
242. TER on May agenda	Also see point 250.	Spikker/Schaafstal
243. assessing module manuals modules 4 and 8		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	Poel
252. Kasper de Kruiff observer at OLC, provide webdav access	Has been requested	Spikker
253. Request OLD to confront coordinators who do not take the evaluations into account.		Poel
254. message to coordinator module 2 regarding the sketching course, requires more clarity		Poel
255. overview of teachers leaving next study year and new teachers and discuss this in May.		Schaafstal/Spikker

SPEARHEADS

resolved

1.	Modules 3 and 7 have no coordinator.	Resolved for now. Edwin Dertien will do M3 once and Joost Brinkman will do M7. J. Stienstra will do M3 next year.	Minutes 13-10-2015 and 15-03-2016
2.	A coordinator must still be appointed for Module 4	Resolved for now. Will be done by Oosterhuis.	Minutes 8-12-2015

Open points

3.	Module files are not yet properly completed		
4.	Check whether the module teams will prepare a plan for improvement in response to the evaluations		Minutes 13-10-2015
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	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
8.	Spearhead from students to improve communication between student/lecturer	Spearhead from student members	Minutes 13-11-2015
10.	CreaTe master's programme	in development	Minutes 12-01-2016
11.	Staffing CreaTe (graduation project supervisors)		Minutes 12-01-2016
12.	Module 3	Stienstra will leave UT. For now, Dertien will take up module 3 next study year	Minutes 21-4-2016
13.	Module 4	Coordinator required for next study year	Minutes 21-4-2016