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/4932bs   Date: 01 June 2016

Concerns   Minutes of the additional PC CreaTe/HMI meeting, 31 May 2016

Committee members present: Dr M. Poel (chair), Dr C. Salm, Dr H.J.A. op den
                                   Akker, S. ter Stal, F. Lammers, C.N. Burghardt, D.R. de Meij
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 09:00 by Poel.

Announcements
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2.   Setting the agenda
The agenda is approved in its current state.

3.   Incoming/outgoing mail
Incoming:
U.Board   concept decision regarding Bachelor's TER
Key point in this decision is that component marks can be valid for a longer period of time, which must be stated per module/component in the TER.

There is a discussion on the authority of the Faculty Board / Dean with respect to the TER.

4.   TER CreaTe
Programme Appendix CreaTe

P. 4	Point 7.a	Combined study load of the two parts is 17 EC, is unclear. It needs to state that this concerns graduation work.
P. 5	table	It is suggested to remove the colums study load, activities and
assessment		
		as they are the same for every module.
P.6	table	ditto
P.7	*graduation semester*	there is a discussion on the order of the graduation semester. Students must first complete module 11 and then module 12. If students wish to deviate from this order, then they must submit a request for dispensation of the graduation order with the examination board.
P. 10	*art. 1.3 point 10d*	to a limited extent. Not clear what this means. Rather leave this out or state at bachelor's level.
	Point 11d	ditto
	Multiple	enumerations are not always concluded with ;
	Art. 1.4	must be stated in the TER but applies rather to other
programmes.		

There is a discussion regarding BSA (article 1.6)
The regulation was/is that a student must obtain 45EC of the first year. If a student is permitted to maintain previously obtained test results (hidden ECs), then these count towards the BSA.

The OLC feels that if hidden ECs count, then they can always be maintained. This undermines the TOM system. In practice, these ECs are also taken into account in case of any doubts. The OLC recommends to not include the hidden ECs in the BSA, because:
- a programme is allowed to decide differently in case of a negative BSA;
- there is a hearing in which the student can provide arguments as to why a postponed or positive BSA applies;
- When the student has a good reason, there is room for a resit:

	Art. 1.11	as stated now, this means that nothing can be split up and that results expire. Salm indicates that you cannot do 2 modules in EE either. If it is decided that some sub results can be maintained, then this must be stated along with what we are basing this on. The following problems occur: - Students feel that mathematics and portfolio are not integrated and could be maintained. - resitters would rather not be part of the practical assignments due to lack of space in the practical assignment rooms; - management/activism is complicated due to TOM;

In the end, the OLC feels that a module cannot be split up. If a student has a reason, then he/she can always submit a request at the examination board. This also clarifies matters for both students and teachers.

	Art. 1.11 paragraph 4 procedure must	this concerns project courses, for example. To this end, a
		be drawn up before the module starts. De Kluijver, Faber and Schaafstal will draw up this procedure. **(action)**
	Art.1.11 paragraph 6	paragraph in bold can be removed
	paragraph 7a	replace tests with opportunity
		resit preference: first year as soon as possible after standard resit.

	second year end of August/September
Art. 1.12 paragraph 3	also state postponed/positive BSA and examination board.
Art. 1.17	tutor is now called mentor and portfolio is now profes.development
Art 1.19	exemption (calculation) is still being looked into.
Art. 1.21	the master's TER also contains information on confidentiality. This can be copied from there.

Furthermore, there needs to be consistency in study units/units of study.

5.   TER HMI

Due to lack of time, the TER HMI will be discussed in a small committee.

6.   Questions

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7.   End

At 10:45 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. assess 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. schedule additional OLC for 3 June regarding TER HMI and CreaTe	Has been scheduled	Spikker
257. pass on names to OLD regarding sound engineering departure of Koornstra		Burghardt
258. pass on comments regarding manual module 8 to Haverkort		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
261. draw up project course procedure		Schaafstal, De Kluijver, Faber

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 moot.	Minutes 13-10-2015
6.7.	Allow Create degree programme to grow once again, publicize it positively and stable 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 yet properly completed		
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 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 2nd-line supervisors for graduation projects.	Minutes 12-01-2016
14.			