

To: Members PC CreaTe/HMI
From: Barbara Spikker
Reference: EW113/CreaTe/1979bs Date: 27 June 2013
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CreaTe/HMI 25.doc
Subject **Minutes of the PC CreaTe/HMI meeting no. 25, 11 June 2013**

Committee members present: E.M.A.G. van Dijk (chair) Dr. C. Salm, M. Poel,
M. Bruinenberg, D.A.F. Mulder, J. Kolkmeier,
S.N.J. Gerritsen
Others present: Dr. G.F. van der Hoeven (director), B. Spikker (support
staff, minutes)

1. Opening and announcements

Van Dijk opens the meeting at 3.00 p.m.. Hans Scholten (module coordinator) is welcomed.

Announcements

Bruinenberg has brought along his successor for educational matters (Frank Lammers) in order to introduce him to the OLC. Bruinenberg will soon be going to Sweden for his studies. Lammers will assume the duties of Bruinenberg during his absence. As soon as Bruinenberg returns, he will see whether his presence is still needed. Lammers introduces himself.

Van der Hoeven reports that Module 3 has reached the completion stage. The team will come together for the first time this week for Module 4.

The question will be asked whether it is possible to bring forward the OLC of 9 July by one week. Spikker will release a doodle. (**action Spikker**)

Advance registrations/intake

Van der Hoeven has forwarded the final list to AO. This list has 81 names.

Of the 119 who registered via Studielink on 15 April, a number have not submitted anything. Four have submitted a file, but have not completed the procedure correctly.

In addition to those registering on time, five people registered too late and submitted their file. Four of these have been for an interview and they may subsequently be admitted.

Salm would like to know whether this system (intake) is still working if there are 500 registrations and only 120 places available. Van der Hoeven states that this would not work in this case.

2. Setting the agenda

In connection with the arrival of Hans Scholten (module coordinator Module 2), item 6 will be discussed first.

3. Minutes programme committee of 14 May 2013

Page 1, item 1, 1st sentence Bruinberg will leave earlier instead of arriving later.

Page 1, item 1, final sentence This is less than 1/3 instead of a 3rd.

with respect to

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Action items:

Item 56	Module system is not up and running, so this item remains on the agenda for now.
Item 59	Is on this agenda. Point may be removed.
Item 66	Enquiries have not been made, but Bruinberg has found out some information. However, UT does not undertake any action in the case of negative surveys. This item remains on the agenda for now.
Item 68	the programme will not be substantially changed for the time being. This item can be removed.
Item 71	will be discussed at this meeting. This item can be removed.
Item 72	will be discussed at this meeting. This item can be removed.
Item 73	will be discussed at this meeting. This item can be removed.
Item 74	Van der Hoeven has not yet heard anything from Langerak. Item remains.
Item 75	INF wants this. This will be discussed further. This item can be removed.
Item 76	runs together with item 74.

4. Incoming/outgoing mail

Incoming

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Outgoing

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5. Education and Examination Regulations (OER)

- Human Media Interaction

The same format is used for CSc. This is because HMI still falls under the CSc examination committee.

The members indicate that a number of things must still be changed, including:

- Some courses have been discontinued and are named;
- Footnotes should be adjusted;
- In Appendix B a number of transitional arrangements should still be included;
- Page 13, Article 21 refers to Article 13 but this should be Article 15.

If the above is processed, the OLC will approve the OER HMI . **(Action Van der Hoeven and decision).**

Van Dijk will inform the Dean that the OLC gives its approval. **(action Van Dijk)**

- Creative Technology

Van der Hoeven reports that the Romp-OER is still in Dutch.

Programme appendix

UT has provided a standard text for this. There are no changes in the content compared to the previous draft. Enclosed appendix has now been integrated (pré-TOM and TOM).

Article 1.11 is still weak. Weighting of the tests should be removed from the OER because the examiner makes these known. Assessment forms are also not yet complete. Furthermore, the examiner will make known the consequence of the assessment at the beginning of the module. For the time being, something general about this will be mentioned in the OER.

The OLC will approve the OER as long as the above is processed (**(Action Van der Hoeven and decision)**).

Van Dijk will inform the Dean that the OLC gives its approval. **(action Van Dijk)**.

6. Module description and scheduling Module 2

Scholten distributes a new updated module description. Document is not yet complete. Scholten then explains the learning objectives, design, etc. Lectures are variable because various entities will provide these such as Smart Technology.

In connection with accreditation in the future, Van der Hoeven would like to see that it is made clear which learning objective is linked to this. This also serves for the matrix. Scholten will produce this. **(action Scholten)**

Sketching has been tailored more closely to CreaTe because there will be greater emphasis on creating storyboards.

Week 9 and 10 will be extension weeks in which students can, for example, perform an extra assignment since they will hear in week 9 whether or not they will pass a module, so that the student can perform an additional assignment.

Scholten will mail Spikker the sheets used in this meeting together with the updated document. Spikker will take care of the distribution. **(action Scholten and Spikker)**

7. Supplementary assessment

Van der Hoeven addresses the meeting and reports when a student is entitled to a supplementary assessment. The reason he has produced this document is because not every student is entitled to claim a supplementary assessment. This document will therefore not be published. The examiner decides in all cases who is entitled to a supplementary assessment. For the rest, this document does not assume special circumstances.

A discussion has started with, for example, a 4 being chosen in the case of Pass / Fail.

The scores may differ per module. Van der Hoeven would like to see that the rules for discussion cases are dealt with centrally. Van der Hoeven also would like to see a second lecturer involved in a supplementary assessment.

For the time being, no maximum is given for the number of times a student wishes to make use of a supplementary assessment. This may change in the future.

8. Course Evaluation Q1 and Q2 Creative Technology

Poel addresses the meeting. Creec evaluations are included. Course material and understanding/prior knowledge is a point of concern.

Van der Hoeven will contact the Queues and Logistics lecturer because the image of lecturer and student may be wrong and because more programming should be done.

Bruinenberg mentions various subjects that require better documentation and/or a suitable book (Systems and Signals, Queues and logistics, Dynamical Systems, Calculus). For

Sketching they no longer want a book, although no book has been included in the planning for next year. It is agreed that Bruinenberg will combine the wishes. (**action Bruinenberg**)

9. Questions

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10. End

Van Dijk closes the meeting at 5.15 p.m.

11. Actions

Action item	Status	Action-taker
56. as soon as the module system is up and running, the procedure regarding resits should be critically reviewed.		All members
66. ask Communications what the policy is regarding follow-up to surveys.	UT takes no action in the case of negative surveys.	Van der Hoeven
74. contact Langerak regarding accreditation planning in connection with the sub-committee	Sub-committee are the members of the OLC	Van der Hoeven
76. assess thinks regarding the upcoming accreditation	Coincides with item 74	Poel, Van Dijk, Kolkmeier, Gerritsen
77. Send doodle to bring forward meeting on 9 July	Doodle sent but shifting is not possible. OLC is therefore cancelled.	Spikker
78. Make a few changes in OER	Has been adjusted	Van der Hoeven
79. Confirmation letter to Dean that OER CreaTe and HMI are in agreement with adjustments	Letter has been sent	Van Dijk
80. in Module 2 include which learning objective is linked to what. Partly in connection with accreditation in the future		Scholten
81. mail sheets and updated document to Spikker, she will then mail it to members	Has been mailed?	Scholten/Spikker
82. combine wishes with respect to various subjects that require better documentation and/or books		Bruinenberg