

To: PC CreaTe/HMI members
From: Barbara Spikker
Reference: EWI14/CreaTe/3555bs Date: 15 December 2014
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CreaTe/HMI.doc
Subject Minutes of the PC CreaTe/HMI meeting, 9 December 2014

Committee members present: *dr. M. Poel* (chair), *dr. ir. C. Salm*, M. Bruinenberg,
J. Kolkmeier, V. Nibbelke, S. de Haan, F. Lammers,
Others present: *dr. ir. E.J. Faber* (bachelor coordinator), *dr. G.F. van*
der Hoeven (director) B. Spikker (Support Staff,
minutes)

1. Opening and announcements

The meeting was opened at 15:03 by Poel.

Announcements

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2. Setting the agenda

The agenda was approved without any changes.

3a. Minutes programme committee of 11 November 2014

dr. G.F. van der Hoeven was not mentioned under 'Others present', but he was present.

Action points:

- 126. may be removed from the agenda. The January agenda should mention an evaluation of the accreditation (**action by Spikker**)
- 136. leave on the list - is for January.
- 142. no longer required. Item can be deleted.
- 144. Faber distributed a test that has been used, and provided an explanation. Point may now be removed from the agenda.
- 145. De Haan indicated that this had been completed, but that she still wanted to approach the people who are mentioned in the flowchart. Point may be removed from the agenda.
- 146. has been done. May be removed from the agenda.
- 147. on the agenda for January. (**action by Faber, Spikker**)
- 150. on the agenda for January. (**action by Poel, Spikker**)
- 151. has been done. May be removed from the agenda.

152. on the agenda for January. Salm would also like to assess the first year; e.g. BSA positive but not actually suited to CreaTe. Is this information available? A discussion took place, but without results. **(Action by Faber, Spikker)**
153. may be removed from the agenda.
154. has been done. May be removed from the agenda.
155. has been fixed and discussed. May be removed from the agenda.

4. Incoming/outgoing email

P. Apers English language education

Create and HMI are already in English. This document is for information purposes.

Qanu invitation accreditation

For information purposes.

5. CreaTe Accreditation/Review

The trial review has already taken place. Regarding this trial review, the following.

- Pay good attention to what the tasks of OLC are. This did not come across convincingly during the review;
- Do not be too cynical in your responses/replies.
- Discuss properly in advance who will be the spokesperson;
- Come across as a unit/team;
- OLC student-members want to get together before the review in order to discuss in detail who is informed about what, so that the right person can act as spokesperson. As soon as this is known, they will inform Poel so that the student-members can also have their say. **(action student-members and Poel)**

6. Points of interest CreaTe (meeting with dean)

The discussion took place and CreaTe is higher on the dean's agenda. Bottlenecks were discussed and the dean will start dealing with them, but it will take some time. It was agreed that each module will be placed with a chair. To this end the dean will hold discussions with the various chairs. For the moment no follow-up discussion is planned, but Poel will invite Apers to attend another follow-up discussion. **(action by Poel)**

7. Review first year TOM

Van der Hoeven was given the floor. Salm will examine the document and draw up a list of important points so that this can be discussed again in January. **(Action by Salm, Spikker)**

8. Module files

Van der Hoeven was given the floor. Module files should be created. This was followed by a discussion of what these files should contain. Section 3 (assignments and questions) will not be visible for students. The OLC wondered how consistent it will remain as information is all over the place.

The module-team is expected to draw up a plan after the module. After this, the OLC will check whether everything is full. For this reason, a standard component of the agenda should be to check a module after it has been completed. Perhaps Romkema could play a role in this. **(action Faber, Spikker and decision)**

9. Code of Conduct

Van der Hoeven described briefly the idea behind the Code of Conduct (incl. an explanation relating to fraud). The students feel that a Code of Conduct is superfluous and contributes nothing. For the moment there are no plans for a Code of Conduct.

10. Manual Module 7

Van der Hoeven is coordinator of this module. There is as yet no manual. Van der Hoeven described in brief the module set-up. The manual will be sent by email as soon as it is ready. **(action by Van der Hoeven)**

11. Questions Module Evaluation

No comments and/or remarks came in about Poel's email. Poel will therefore contact Romkema in order to get things moving. **(action by Poel)**

12. Questions

De Haan wanted to know how matters stood with the table of HTHT modules. Van der Hoeven reported that he had forgotten to distribute this by email. This will take place. **(action by Van der Hoeven)**

13. End

The meeting was closed at 16:57.

Actions

Action item	STATUS	Action-taker
136. discuss evaluations at next meeting (make more public, structure, etc.) small curriculum committee	Will be put on the January agenda	Spikker
147. examine questions in the evaluation report and consider inviting CReec chair	On the agenda in January.	Faber, Spikker
150. draw up questions for mid-module and end-of-module evaluations in consultation with Romkema	Poel will draw up a proposal and present it initially to the programme committee. On the agenda in January.	Poel, Spikker
152. discuss evaluation results for modules 4 and 5	On the agenda in January . Module 4 has been placed. Module 5 still to be done.	Spikker, Faber
156. student-members meet to discuss the best person to reply to certain subjects during accreditation. Pass this on to Poel.	Has been done.	Bruinenberg, Lammers, Nibbelke, De Haan, Kolkmeier
157. Invite Apers for an update on CreaTe		Poel
158. Examine document reviewing first year TOM, jot down most important points on paper and discuss again in January		Salm/Spikker
159. after completion of modules, check the module files		Spikker, Faber
160. mail the manual for module 7 as soon as it is ready.		Van der Hoeven
161. contact Romkema about Module evaluation		Poel
162. send table of HTHT modules by email		Van der Hoeven
163. evaluation of accreditation on January agenda		Spikker