

To: PC CreaTe/HMI members
From: Barbara Spikker
Reference: EWI14/CreaTe/2905bs Date: 18 June 2014
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CreaTe/HMI.doc
Subject **Minutes of the PC CreaTe/HMI meeting, 10 June 2014**

Committee members present: dr. M. Poel (chair), *dr. ir.* C. Salm, ing. P. van Passel,
F. Lammers, J. Kolkmeier, M. Bruinenberg
Others present: Dr. G.F. van der Hoeven (Director), B. Spikker
(Support Staff, minutes)

1. Opening and announcements

The meeting is opened at 15:05 by Poel.

Announcements

Bruinenberg will come later and Op den Akker is obstructed.
Vincent Nibbelke (possible new OLC member HMI) and Sophie de Haan (possible new OLC member CreaTe) were welcomed. Both Kolkmeier (16:00) and Salm (16:30) have to leave earlier.

Van der Hoeven reported that he receives 4/5 new applicants weekly but also 4/5 withdrawals. Currently there are many intake interviews but their number remains low. Van der Hoeven expects 90 first-year students to come.

2. Setting the agenda

The agenda is adopted in its present form.

3. Minutes of the programme committee meeting of 23 May 2014

Page 1 Item 2 changed: of the remaining students only one takes
two specializations simultaneously.
Page 2 Point 7 changed: It was noted that the word 'phase' on page 8 can lead to
confusion resulting from the different context.

The minutes dated 23 May 2014 were approved without further comments or remarks.

Action items:

- 85. there is a candidate present today. This item can be removed.
- 87. will be discussed in due course.
- 111. 2nd year students will be informed on Monday, 23 June, by an information session.
This item can be removed.

- 114. is on this meeting's agenda. Accreditation will remain a fixed item on the agenda for the foreseeable future. **(action by Spikker)**
- 115. remains.
- 118. ST is on this meeting's agenda. NM will be discussed in July. See item 123. This item can be removed.
- 120. is settled. This item can be removed.
- 121. still has to be scheduled. **(action by Spikker)**
- 122. is on this meeting's agenda. This item can be removed.
- 123. before July.
- 124. is on this meeting's agenda, item 8 and 9. During the discussion of these items it will be examined whether an additional Programme committee (OLC) is still necessary. This item can be removed.
- 125. Is on this agenda. This item can be removed.

4. Incoming/outgoing email

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5. Transitional arrangements

The transitional arrangement is included in the Educational and Examination Regulations (OER) and will therefore be discussed under item 9 of the agenda.

6. Module 5 Smart Technology

Faber, in his role as module coordinator, addresses the meeting. The first module in the 2nd year is an optional module. Students need to choose between NM and ST. The ST module was discussed.

The module is arranged thematically. The subject Systems & Signals has returned and there is a small individual project. This will be a literary project. The learning objectives are not linked to a subject but to several components. There will be six written tests, one lab practicum, one portfolio and a project.

Information about the evaluation is still missing in this document, but it will be discussed this week with the lecturers.

A few parts are shared with the NM module i.e. project hours and the poster presentation.

The OLC still has the following comments:

- The project has little course load while it requires a lot of work;
- the preference is to remove subject names from the timetable;
- in the table on page 5 there is a total of 62 hours allocated for self study, while self study has 158 hours further on.

Is this correct?

- page 10 - another test after week 10? This will be the final delivery of the project, notes Faber.

There will still be an evaluation plan. It is expected that about 20 students will choose the ST module.

OLC would still like to see its final version but is otherwise in favour of the manual. **(Action by Faber)**

7. Accreditation / visitation CreaTe

We have time until September to gather information. Everything will have to be discussed by various committees in September. The material has to be in the hands of the Quality Assurance Agency (QANU) by the end of October at the latest. QANU will be visiting us in the middle of December. In February, the report must be written and on 22 March 2015 QANU has to report to the Accreditation Organisation of the Netherlands and Flanders (NVAO) about CreaTe.

Poel will be the project leader. Hans vd Berg (Educational Service) will be available as a consultant. In October/November, training sessions will take place in preparation for the real review.

Because we have accomplished the institutional test, it is not necessary to mention everything. Van der Hoeven indicates that he, and not various other people, will write the report in order to retain the same writing style. This item will be included in the OLC agenda next time. **(action by Spikker)**

Van der Hoeven also notes that the OLC will be summoned by the committee. This must be taken into account. **(action by all members)**

8. Draft OER HMI

The OER has not been changed much compared to last year. Documents preceded by a dash have been modified or are new. Not all the codes, included in the OER, are correct, e.g. Resilience Engineering.

The OLC is positive about the OER and does not need to see them again in their adjusted form. **(action by Poel)**

9. Draft OER CreaTe

The Romp-OER can no longer be changed. The study plan has disappeared and the competences partly removed by the Examination committee (ex.cie). These are now in the programme (e.g. extra resits).

Programme-specific part OER CreaTe

Van der Hoeven announces the following with regard to the changes in the OER CreaTe:

- the Table of contents is not yet correct;
- there are no ST and NM entry requirements;
- requirement 150 EC which has to be achieved before graduation is retained. This is a fixed requirement;

The OLC wonders whether to include the following rule: students may only attend further modules after having obtained the previous module e.g. if module 1 was not obtained there is no right to proceed to Module 5. However, this has an effect on the feasibility of the education programme.

Van der Hoeven proposes not to create a fixed requirement for this, but a kind of prior knowledge requirement. **(action by Van der Hoeven)**

Van der Hoeven also reports that module NM will change. The Animated narration subject will become part of this module. The Data visualization subject will be placed in module 8. OLC agrees with this change.

The OLC agrees with both OER subject to the above changes.. **(action by Poel)**

Transitional arrangements

This document is briefly explained by Van der Hoeven. These transitional arrangements will be communicated to the students during the information session on 23 June and will also be mailed. **(action by Van der Hoeven)**

Asterisk (*) before a subject means that this subject will still be given. The Startrix subject should also include an asterisk (*).

10. Questions

The evaluation results from module 4 are already known and are published on webdav.

11. End

The meeting is closed at 16.55.

12. Actions

Action item	Status	Action-taker
87. The questions for the survey among physics students have been determined. Van der Hoeven will convert this into a readable form and return to the subject in December.		Van der Hoeven/Spikker
115. Contact vd Boogaard with regards to the presentation of the free assignment	Has not happened yet.	Van der Hoeven
121. Additional programme committee meetings in July and end of August	Need to be scheduled	Spikker
123. Discuss module 5 New Media in July	On the agenda in July	Spikker
126. accreditation to be included on the agenda every month	monthly	Spikker
127. mail the definite version of module 5 ST to the members for information		Faber
128. take into account that OLC should appear during the accreditation.		All members
129. produce confirmation letters regarding OER		Poel
130. make the necessary changes in OER. See Minutes		Vd Hoeven
131. transitional arrangements were mailed to the students		Vd Hoeven