

To: PC CreaTe/HMI members

From: Barbara Spikker

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Subject: Minutes of the PC CreaTe/HMI meeting, 23 May 2014

Committee members present: Dr M. Poel (chair), *dr. ir.* C. Salm, F. Lammers,
J. Kolkmeier, M. Bruinenberg
Others present: *dr. ir.* E.J. Faber (bachelor coordinator), B. Spikker
(Support Staff, minutes)

1. Opening and announcements

The meeting is opened at 09:05 by Poel.

Announcements

Salm states that she will have to leave the meeting around 10:00, and Poel will leave the meeting around 10:15. Van der Hoeven will join later.

Faber observes that he would prefer it if an evaluation plan was added to each module manual. This in connection with assurances. The programme committee agrees with this plan. Salm has created a directory on webdav for plans. **(decision)**

2. Setting the agenda

Because of the time, not all items can be discussed. Item 5 is for informational purposes. Of the remaining students, only a few are studying two specializations simultaneously.

There are no documents available for item 8, which will therefore be moved to the next meeting.

3. Minutes of the programme committee meeting of 13 May 2014

The minutes dated 13 May 2014 were approved without further comments or remarks.

Action items:

- 85. remains. Student Vincent Nibbelke has professed an interest and will be present at the next programme committee meeting to become acquainted.
- 87. remains.
- 100. has been settled and may be removed.
- 111. Van der Hoeven will plan a gathering for first-year students during lunch break. Not everything is known yet for second-year students. The resits especially still have to be determined.
- 112. has been settled and may be removed.

- 113. is on this agenda.
- 114. remains. Van der Hoeven explains the procedure. There should be a report in November 2014. This is therefore an urgent matter. It has been discussed and people are working on it.
- 115. remains.
- 116. has been done. This item can be removed.
- 117. has been done. This item can be removed.
- 118. remains.
- 119. belongs with item 113.

4. Incoming/outgoing email

Mail Veldhuis *time path Education and Examination Regulations (OER)*

Is for information purposes. As soon as the OER has been completed, place this on webdav and mail it to the members.

During the programme committee meeting of 10 June we will determine whether an extra meeting is still necessary.

Mail Faber *UT-wide module evaluation reports*

For information purposes. Accompanying report is very general in nature.

At EE there is an experiment being performed, namely that students from Twente are doing the Elect. & Magn. exam in Eindhoven (and vice versa) in order to determine whether the courses are interchangeable. Unfortunately there is no national educational programme comparable to CreaTe.

5. Studying 2 specializations

As has been previously reported, there are only a few students studying two specializations simultaneously. Therefore this item no longer requires attention.

6. Transitional arrangements

Faber addresses the meeting. Due to the arrival of modules, transitional arrangements need to be made. Shortages can occur due to the shifts in ECs. It is expected the problems will occur with the specializations especially. In case of shortages, Salm would like to provide additional supplements, enabling students to still successfully complete the course under the old course code.

At the time being it is unknown how many students it concerns, it is preferable to know first. This document needs to be distributed to teachers and the study adviser as well. It may be that they still have some notes or remarks.

For students it is important to know in which block a course will be given, due to the planning.

It is decided that this item will once again be on the agenda in June. **(action Spikker)**

7. Module 6 draft

Poel addresses the meeting. He was involved in developing the module.

Fail/pass regulations are not yet known as regards minimum rating. There is still some discussion about it. The module has to be finalized in September.

Poel further remarks that 1.3.4 Time distribution portfolio has by now been modified. This will be assessed by means of a pass/fail and will be supervised by Joke Oosterhuis.

It is further remarked that the word 'phase' on page 8 can lead to confusion due to the different context.

With the above noted the module is approved.

It is agreed to plan another programme committee meeting in July and at the end of August with regards to the modules. **(Action Spikker and members)**

In the programme committee meeting of June Technology (action Spikker)	discuss module 5 Smart
In the programme committee meeting of July Media (action Spikker)	discuss module 5 New

8. Module 5

Move forward to June.

9. Questions

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10. End

At 10:00 the meeting was closed.

11. Actions

Action item	STATUS	Action-taker
85. Email HMI students in connection with membership of programme committee regarding departure of Gerritsen.	Will be taken over by Poel. Vincent Nibbelke may be interested and will sit in on a programme committee meeting.	Poel
87. 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
111. Think about how to inform the students about the 2 nd year	There will be a lunch meeting for first-year students. It is not yet known how the second -year students will be informed and resits for defunct courses is also not yet known.	All members
114. Consultation concerning composing a group who is responsible for ZER in connection with the coming accreditation	No consultation yet. Will be moved forward	Poel, Van der Hoeven
115. Contact vd Boogaard with regards to the presentation of the free assignment	Has not happened yet.	Van der Hoeven
118. Discuss module 5 manual		Van der Hoeven/Spikker
120. Transitional arrangements again on the agenda June	In June on agenda	Spikker
121. Additional programme committee meeting in July and end of August	Need to be scheduled	Spikker
122. Discuss module 5 Smart Technology in June	In June on agenda	Spikker
122. Discuss module 5 New Media in July	In July on agenda	Spikker
124. Education and Examination Regulations (OER) already received. Additional programme committee meeting needed?	June??	
125. Additional programme committee meeting in June desired due to OER		