

To: PC CreaTe/HMI members  
From: Barbara Spikker  
Reference: EWI15/CreaTe/3946bs Date: 10 June 2015  
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Subject Minutes of the PC CreaTe/HMI meeting, 9 June 2015

Committee members present: F. Lammers (vice-chair), V. Nibbelke, J. Kolkmeier,  
S. de Haan  
Others present: dr. G.F. van der Hoeven, *dr.ir.* E.J. Faber,  
B. Spikker (support staff, minutes)

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### 1. Opening and announcements

The meeting is opened at 15.07 by Lammers.

#### Announcements

De Haan has brought along her successor. This is Carmen Burghardt. For the time being she will attend as observer because there are currently sufficient student members. Kolkmeier indicates, however, that he will graduate on 24 June and then leave the OLC. Nibbelke will also graduate soon and step down from the OLC. It will be taken up with Poel because student members must then be sought. Whether this may once again be an HMI student or also CreaTe is unknown. Names are suggested by HMI such as the student Emiel Harmsen. **(action by Poel/Spikker)**

Van der Hoeven expects that approximately 100 students will flow in. It is remarkable that there have been many registrations from far abroad. About 35 students have still not submitted anything and matching is required. These students will receive a reminder.

The appointment of the new OLD is certain. She will start on 1 August. Her name is Alma Schaafstal, she teaches at Windesheim and her field is Serious Gaming.

There is another OLC, but this is scheduled for 14 July. Various members are then on holiday. It is decided to move this meeting to 7 July. **(action by Spikker)**

### 2. Setting the agenda

Item 5 will be shifted to the next OLC since documents must still be provided for this by Poel, Salm and Faber. **(action by Spikker, Poel, Salm, Faber)**

### 3. Minutes of the programme committee meeting of 12 May 2015

The minutes are approved without remarks and/or comments.

### **Minutes of extra programme committee of 28 April 2015**

With respect to item 5 of this meeting, Van der Hoeven notes that the curriculum of HMI has not changed and that it is probably still wise to evaluate the master's programme. This should be mentioned on the following agenda. **(action by Spikker)**

The minutes are approved without further remarks and/or comments.

### **Minutes of the extra programme committee meeting of 28 May 2015**

The minutes are approved without remarks and/or comments.

#### **Action items:**

- 159. must still take place. Remains.
- 179. this should be readjusted again in connection with the minors. De Haan will schedule the existing one, and then adjust the flow chart with respect to the minors.
- 181. is a continuous action. Remains on the agenda.
- 183. will be cancelled. Curriculum has not changed.
- 189. leave on the list. Faber will mail the most recent one.
- 190. has been done. May be removed.
- 192. leave on the list. Salm would do this.
- 193. on the agenda in July
- 194. inquiries must be made among the IO students. De Haan will do this.
- 195. leave on the list.
- 196. Has been done. May be removed.
- 197. there were two separate meetings. Item can be deleted.
- 198. leave on the list.
- 199. OER is ready. Item can be deleted.
- 200. has been sent. Item can be deleted.
- 201. has taken place. Item can be deleted.

#### **4. Incoming/outgoing email**

##### **Outgoing:**

For information purposes.

##### **Incoming:**

##### **Dean Apers**

##### **extension of student member Nibbelke**

For information purposes.

##### **Dr. G.F. van der Hoeven**

##### **OER HMI**

Modified OER following comments from OLC. For information purposes.

##### **Dr. G.F. van der Hoeven**

##### **OER CreaTe**

Modified OER following comments from OLC. For information purposes.

##### **Mail E. Faber**

##### **IO education bachelor CreaTe**

Faber explains. At Design in context, there has hardly been any feedback to students so that many assignments have not been completed with a pass and there was a threat that many students would fail. A repair possibility has now taken place, however.

At Human Factors, the organization of the subject has been confusing. There has not yet been any contact with the lecturers of these subjects. The coordinator is aware of this and an extra CREEC evaluation will take place.

#### **5. Evaluation of module 3 and 7**

On the agenda for July

**6. Questions**

De Haan would like to know whether CREEC has now started evaluating the final bachelor's assignment and whether results are already known. This is not known. Faber will contact CREEC about this. **(action by Faber)**

**7. End**

The meeting is closed at 15.45.

## Actions

Action item	Status	Action-taker
159. After completion of modules, check the module files	Faber and Spikker will meet and discuss this. Faber will propose a time to meet	Spikker, Faber
179. Modify flowchart	Pending. Will be adjusted again, but existing one will be placed	De Haan
181. Report assessment module evaluations in logfile	Continuing action	Everyone
189. update follow-up matrix, mail it and put it on webdav	Is a continuous document. Leave on the agenda until June. Fabel will mail the most recent one.	Faber
192. draw up a recommendation concerning module 1 after item 190.	Has this taken place?	Salm
193. module 5b New media once again discuss in the next OLC	Put on the July agenda	Spikker
194. check with IO students about Sketching assessment method		De Haan
195. check with IO about interest in participating in OLC in conjunction with Van Passel's taking over IO tasks		Van Passel
198. plan a meeting about filling in module dossiers (see item 159)	Meeting - Spikker and Faber	Faber
202. approach CREEC about evaluation of final bachelor's assignment.		Faber
203. look for new student member.	Should this be HMI or is Create also an option?	Poel
204. move olc from 14 July to 7 July	Mailed, site, etc. organized	Spikker
205. prepare evaluation of module 3 and 7. On July's agenda	On July's agenda	Salm, Faber, Poel, Spikker
206. evaluate first HMI semester	On July's agenda	Spikker, Poel
207. check with CREEC about evaluation of final bachelor's assignment		Faber