

To: Members of PC CreaTe/HMI

From: Barbara Spikker

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**Concerns: Minutes of the PC CreaTe/HMI meeting, 12 May 2015**

Committee members present: F. Lammers (vice-chair) ing. P. van Passel,  
J. Kolkmeier, V. Nibbelke

Others present: dr. ir. E.J. Faber, B. Spikker (support staff, minutes)

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## **1. Opening and announcements**

Lammers opened the meeting at 15.10.

### **Announcements**

Faber announces that the new OLD comes from the outside and is female. She will begin ASAP (depending on the notice period for her current position).

Van Passel relates that his colleague is leaving and that he and his colleagues must take over these tasks; and that, for that reason, he will leave the OLC. He will check whether someone at IO will take his place (action: Van Passel). The date of his departure is not yet known.

## **2. Setting the agenda**

Agenda items 5, 6 and 7 will not be discussed due to the absence of several members. A doodle will be placed for an extra OLC - partly in connection with recommendations about the OERs (action: Spikker).

In consideration of the above, the rest of the agenda is approved.

## **3. Minutes of the programme committee meeting of 14 April 2015**

The minutes are approved in their current form.

### **Action points:**

- 159. Faber and Spikker will discuss this item together. Faber will propose a time to meet (action: Faber)
- 179. is nearly completed.
- 181. remains on the agenda.
- 183. remains on the agenda.
- 185. has taken place. Item may be removed.
- 186. has taken place. Item may be removed.
- 187. has taken place. Item may be removed.

- 188. has taken place. Item may be removed.
- 189. is a continuous document. Leave on the agenda until the end of June in connection with interim changes.
- 190. remains on the agenda.
- 191. has taken place. Item may be removed.

#### **4. Incoming/outgoing mail**

##### ***Outgoing***

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##### ***Incoming***

###### **- Substantiation of profiling space**

Faber states that only details have changed. Should anyone have any comments, please mail these to Faber.

#### **5. OER HMI**

A doodle will be placed for an extra OLC. A recommendation must be issued before 4 June. The sub-committees must also meet once again (action: Spikker and all members).

#### **6. OER CreaTe**

A doodle will be placed for an extra OLC. A recommendation must be issued before 4 June. The sub-committees must also meet once again (action: Spikker and all members).

#### **7. Evaluation of module 6**

Will be tabled until the next meeting (extra OLC or the regular June session).

#### **8. Questions**

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#### **9. End**

The meeting adjourned at 15.32.

## Actions

Action point	Status	Action taker
159. Check the module dossiers at the end of the modules	Faber and Spikker will meet and discuss this. Faber will propose a time to meet	Spikker, Faber
179. Change flowchart	Pending	De Haan
181. Make a notice of module evaluation assessments in the log file		Everyone
183. Propose HMI curriculum with Heylen and submit to OLC		Van der Hoeven
189. Update the follow-up matrix, mail it and place it on webdav	Is a continuous document. Leav on the agenda until June.	Faber
190. Mail module 1 results to other members for critical appraisal, then inform OLD		Salm, all members
192. Draw up a recommendation concerning module 1 after item 190.		Salm
193. Module 5b Discuss new media in the next OLC	Put this on the agenda for May	Spikker
194. Ask CreaTe students about the method of evaluating Sketching		De Haan
195. Check with IO about interest in participating in OLC in conjunction with Van Passel's taking over IO tasks		Van Passel
196. Doodle for an extra OLC concerning OERs for 4 June	Doodle is sent.	Spikker
197. Combine the June OLC with an extra OLC. Is that possible in terms of time?	At some point, check with and ask Poel and Van der Hoeven	Spikker
198. Plan a meeting about filling in module dossiers (see item 159)	Meeting - Spikker and Faber	Faber
199. Subcommittee meetings about the OERs		All members