

*Faculty Electrical Engineering, Mathematics, Computer
Science (EEMCS)*

Creative Technology, Human Media Interaction

Bureau of Educational Services

To: Members PC CreaTe/HMI

From: Barbara Spikker

Reference: EW115/CreaTe/4474bs Date: 18 November 2015

Concerns Minutes of the PC CreaTe/HMI meeting, 13 November 2015

Committee members present: dr. M. Poel (chair), dr.ir. C. Salm, F. Lammers,
S. ter Stal, D.R. de Meij, dr. A.M. Schaafstal
Others present: dr.ir. E.J. Faber, B. Spikker (support staff, minutes),
C.N. Burghardt (listener),

1. Opening and announcements

The meeting is opened at 09.05 by Poel.

Announcements

Poel indicates that he has to leave no later than 10.30 because he has to give a lecture.

Schaafstal reports that she has a meeting with the programme director of IO to discuss a replacement teacher from IO in week 47.

2. Setting the agenda

Ter Stal wants to add a point concerning the subject of User Centered Design. It will be covered as item 7.

De Meij wants to add a point concerning evaluations of HMI master subjects. It will be covered as item 8.

Spearheads will become item 9.

With observance of the aforementioned, the agenda is approved.

3. Minutes programme committee of 13 October 2015

Substantive:

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Arising from

- page 1 Poel remarks that Op den Akker has resumed his duties.

The minutes are approved in their current form.

Action points:

179. De Haan will transfer matters to Burghardt.

181. is an ongoing action. Do not delete.

192. letter has not been sent yet but point may be deleted.

208. Schaafstal has an appointment with the programme director of IO in week 47.

- 209. A teacher will be appointed. Edwin Dertien will once again assume the role of module coordinator for module 3. Point may be deleted.
- 217. ongoing.
- 218. Schaafstal is engaged in discussions. There is some confusion as to the location of the module files. Oosterhuis indicates that she has included matters in the file. Schaafstal will find out where the module file is. **(action Schaafstal)**
- 219. included on this agenda. Point may be deleted.
- 222. Schaafstal indicates that she is still reviewing how matters might be supported. Workload is acknowledged. Point may be deleted.
- 224. Done. Point may be deleted.
- 225. ongoing.
- 226. included on this agenda. Point may be deleted.
- 227. included on this agenda. Point may be deleted.
- 228. done. Point may be deleted.
- 229. included on this agenda. Point may be deleted.

4. Incoming/outgoing mail

Outgoing:

Poel has sent an email to Oosterhuis and Haverkort. These are included under points 4 and 8 of this agenda.

Incoming:

Dean Apers **appointment letter**

For information.

Mail Theune **response regarding module 6**

For information.

Dean Apers **extension of membership**

For information.

Module 2 Smart Environments improvements and manual

The module is currently ongoing and the programme committee believes that discussion of this matter should wait until the evaluations.

The following should be included at that time **(action Poel)**:

- Minimum grade for sketching is not listed
- Include the regulations pertaining to resits (sketching) in the manual

There is also a discussion about resits. Determine what the results throughout the year are like and then offer an additional chance.

5. Module 4 Art Impact and Technology

Poel summarizes briefly. The programme committee believes that these are observations rather than a plan for improvements. Poel wants to contact the coordinator regarding this issue; however, module 4 does not have a coordinator yet.

This module remains "troublesome" because of its incoherence. However, the module does score well among students.

6. Module 8 Data from the Source to the Senses

The module as a whole has scored well during the evaluations. Compliments extended to the team.

7. User Centered Design (verbally introduced by Ter Stal)

Ter Stal takes the floor. This subject is not innovative for CreaTe students. It is mandatory to conduct research in pairs, for which one Dutch student is paired with a foreign student. The videos pertaining to this research are in Dutch while the subject is in English. As a result, the

Dutch students tend to do most of the work. Because groups have been formed, there are reasons not to drop the subject.

The evaluations for this subject were conducted in the classroom. One student was asked to list a positive aspect, while others had to list negative points. Identical answers were not allowed. This subject has no added value for CreaTe students.

Ter Stal will put matters in writing and hand this to Schaafstal. Schaafstal will discuss the issue with the teacher/programme. **(action Ter Stal/Schaafstal)**

8. Evaluations HMI master subjects HMI (verbally introduced by De Meij)

De Meij says that, in the past, evaluations were conducted for all subjects. To this day, however, he has not received any more evaluations. This is probably due to the fact that master subjects are evaluated in general and teachers can request to see these evaluations. Faber will contact Romkema to clarify the matter. **(action Faber)**

9. Spearheads

Quality of Education

Schaafstal takes the floor. CreaTe is “locked” and has to grow again. She has drawn up the following points for herself:

- Allow the programme to grow
- Represent the programme proudly
- Stable staffing (2 new teachers based on project budget. They will start in 2016)

Schaafstal would like the programme committee to participate in this and receive the students’ feedback about their opinions on the programme.

The student members add some additional spearheads, including

- Communication between teachers and students

The other points will be sent via email. **(action Burghardt and Lammers)**

10. Questions

Burghardt indicates that she may undergo surgery soon. If she cannot be present, she will most likely be replaced. The programme committee has no objections to this.

11. End

The meeting is closed at 10.45.

Actions

| Action point | Status | Action taker |
|--|---|-----------------------|
| 179. Update flowchart | Ongoing. Burghardt takes over. | Burghardt |
| 181. report evaluations module evaluations in log file | Ongoing action | Allen |
| 208. contact person willing to join the programme committee from IO | An appointment with the programme director of IO has been scheduled | Schaafstal |
| 217. evaluations module 5 New Media on the agenda once they come in | | Faber/Spikker |
| 218. contact module coordinators to fill module files | | Schaafstal |
| 225. contact Zwiers regarding module 5 about evaluations and manual | Once all evaluations have been discussed | Poel |
| 230. find out where module files are located. Follow-up of action point 218. | | Schaafstal |
| 231. Include in evaluations module 2 Smart environments: - minimum grade sketching not listed - include resits in manual | Once the evaluations of module 2 have been discussed, report this to the module coordinator | Poel |
| 232. subject User Centered Design list negative points and hand over to Schaafstal | | Ter Stal |
| 233. following point 232 contact teacher/programme | | Schaafstal |
| 234. Enquire with Romkema about evaluation of master subjects | | Faber |
| 235. send students' spearheads for agenda | | Burghardt, Lammers |

SPEARHEADS

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|--|--|--------------------|
| Modules 3 and 7 do not have a coordinator. | Extend search if needed. Module 3 might be coordinated by someone within IO, while someone from TBK/IBA handles module 7 | Minutes 13-10-2015 |
| Module files are not filled properly | | |
| Verify whether the module teams are drawing up an improvement plan following evaluations | | Minutes 13-10-2015 |
| Quality of Education following meeting. See minutes 13-10-2015 | Projects that continue in modules; Various types of students (shallow and deep learning) Dealing with compensation | Minutes 13-10-2015 |
| Get the CreaTe programme to grow again, represent the programme in a positive light and ensure stable staffing | Spearhead from Schaafstal | Minutes 13-11-2015 |
| Spearhead from students: improve teacher-student communication | Spearhead from student members | Minutes 13-11-2015 |