

Bureau of Educational Services

To: Members PC CreaTe/HMI

From: Barbara Spikker

Reference: 5483bs

Date: 13-09-2016

Concerns Minutes of the PC CreaTe/HMI meeting, 13 September 2016

Committee members present: Dr M. Poel, dr.ir. C. Salm, F. Lammers (Vice Chair) ,
C.N. Burghardt, K.T. de Kruiff, S. ter Stal
Others present: dr.ir. E.J. Faber (Bachelor Coordinator) dr. A.M.
Schaafstal (Director) B. Spikker (Support Staff)

1. Opening and announcements

The meeting was opened at 15:03.

Announcements

New Students:

99 Students is an excellent number. Alma is very pleased with the number of new students.

Extraneous students

Schaafstal explained about the number of extraneous students in New Media. It might cause a problem in relation to the character of the module as well the manpower required if these students require too much time and attention. There will be a stricter selection procedure next year.

Extraneous students who sign up late can be denied registration.

Second-years

There are currently 77 students in the second year after a starting number of 97. This is a good result. There have been no hearings this year, due to strict censorship and clarity. Distribution between Smart Tech & New Media is around 50/50.

Final Project Extensions

Many students have had extensions for their final projects, we are talking about more or less half. This is worrying. The deadlines should be made clearer. De Kruiff said that one of the reasons might be that the third year is a lot more academic and that students are not well prepared for this. He referred to researching the literature and academic writing. According to Burghardt, the students often blame the supervisors as they often do not give feedback quickly enough due to holidays.

Vacancy

There is an extra vacancy at CreaTe, Douwe Dresscher will reinforce the team 2 days per week. He will assist with Control Systems.

2. Setting the Agenda

The modules were discussed in order, Points 5a and 5b are not yet on the agenda.

3. Minutes of the programme committee of 13 July 2016

Substantive:

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N/A

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The minutes are approved in their present form.

Action points:

- 208. Nothing has happened, Schaafstal has been on holiday. We could look at BMS, should not just focus on IO.
- 245. Carried over
- 259. Been put on the back burner, Burghardt will go back to her notes and talk to Faber again if necessary.
- 260. This is because of Module 7. It is unclear how the test scores were arrived at. Module 7 will be revamped with a new team, the game will be removed, the business will move closer to the creative industry. This could be relevant to other modules and should be kept at the backs of our minds. But in relation of Module 7 this point can be removed.
- 261. This should be on the agenda, but should first be run past the Module Coordinators. The agenda will be done in October.
- 263. Has been done
- 265. There has been a holiday period, the entire site has been remade, this cannot be done until much later. Refer on to de Kruiff. De Kruiff will email Erik so that he can send the most recent file. (**Action Faber/de Kruiff**)
- 266. To be discussed later
- 267. Carried over, will be ready in October.
- 268. done.
- 269. Done by David
- 270. Done

Spearheads

Point 5 can be deleted

Point 3 still not found

Point 4 Lammers thinks this may have been done. Big difference between modules as to what is being done about it.

Point 8 Carried over

Point 10 On the agenda

Point 11 Carried over. Still a shortage as there is a large cohort coming. Schaafstal thinks there has never been an email asking for help. This would be useful, because you could then get hold of other people than just the usual suspects.

4. Incoming/outgoing mail

Outgoing:

An email has been sent by Poel to Reidsma and Dirk, for purposes of notification.

Incoming:

There is an email about Lammers' extension. He will see if he can remain active, taking into account his final project. He is motivated to do so.

5. Manual Module 5a Smart Technology

Gjerrit Meinsma has left as has Geert Folkersma. Salm has left and Faber has left the literature project. Paula Franska has left too.

This might be good for Control Systems as it has now been redesigned. It should have become lighter.

The module has been thoroughly re-energised by the new staff. New coordinator of the literature project from Psychology. Matrices have been removed from the module.

Mark Bentum and Faber are going to try a new learning method called team based learning. This means you can do a test individually and in a group, which means the students can give feedback on the test. This is not a replacement of the written test, but will count as a bonus. This format is not applicable to every test, some tests cannot be done as a multiple choice. This will be taken into account.

The tests should not be put on the Proto site. Faber would like to recycle them.

There is a new Creec website, which should improve communications between students and teaching staff.

6. Manual Module 5b New Media

Schaafstal thinks grey not easy to read, black more functional.

Also lots of staff have left New Media. There are new names on the document.

We should look at how VR and AR should be applied within New Media. There is a lack of clarity.

Schedule does not make sense, 22-9 missing, it says 28-9 later on. One of these two dates is correct. Must be redone.

The partial marks were not available in time. It should be included in the manual when they are announced. There should be a plan for the entire module made available for the OLC.

A member of staff has been appointed for module support, to help administratively and logistically with the module evaluation.

Evaluation Comment on New Media

Last year, the students complained that the workload was weighted too heavily in the final 3 weeks. It should be spread out more this year. However, the total picture is not yet known.

7. Module 11 / 12

There is only 1 variant of this module instead of 3

Order of information being made available is incorrect. Now it is a text message first, then a conversation with Richard, then a blackboard registration. This means students get information at the wrong time.

Information can be found on the CreaTe website: **(action de Kruiff)** Make a link on the Proto site to the CreaTe website.

Burghardt thinks it would be useful to make a group containing all information about the final project. This should be passed on to Richard.

The CreaTe website is the primary source of information but students are not familiar with it.

Page 8 contains a link to the OER, but that is not included yet.

It is not clear when the mark for the final report is given, this should happen within 2 weeks. Not every lecturer manages this. This is a problem for a number of students who want to leave university and have not received their degree certificate. There should be a clear agreement between the student and the lecturer. They are both under time pressure. Not a lot can be done about this, the agreement is 2 weeks after submission unless agreed differently.

Salm suggests making the deadlines and the marks stricter, this will deter students next year. Poel is against this idea and claims it is no different in other courses. There will be an enormous number of students doing final projects at CreaTe, there may not be enough manpower. Schaafstal suggests we keep doing our best and in particular keep communicating well and making clear agreements with the students.

Nothing will be changed within the OER.

-Page 22. For Academic writing it does not say how the mark is arrived at. Lammers Thinks it is Pass/Fail. It should include information on how it is arrived at.

-Page 27. Here the information is included.

-Page 28. Academic Writing: table is very unclear. This re-sit is offered 2x per year. This means there are cases where students have to wait a quarter of a year. If you do the re-sit Option A you need to repeat the entire elective. Option B means you do a different elective.

-Page 30. Module evaluation added

Penultimate page

According to the first table you have to do both Options A and B. Why is there not an option just for B? These tables make documents difficult to read. You could say students should just go and see Richard.

The term Creative Technology design process is unclear, should be removed, gives students the wrong idea - they do have to think for themselves.

8. CreaTe Master

Schaafstal would like to explain more about this later. Currently each semester has 20 EC and there is 10 EC backbone. More explanations will follow in October.

The intended starting date is September 2017

There is a vacancy for a student secretary for this development group.

Burghardt proposes Margot Rutgers.

More information about the Master's in October / November

9. Phase

Move on to next OLC, will be in October.

10. Questions

Poel is wondering what the registered numbers are, as he arrived late at the meeting. It is 99.

Faber asks Spikker whether you can still trace students who register elsewhere.

Faber announces there is a new internationalisation officer: Janke Rademaker, from BMS.

Faber also announces there is a new member of staff for module support, who will assist where necessary.

11. End

The meeting is closed at 16:57

Actions

| Action point | Status | Action taker |
|---|--|---|
| 208. Contact the person who is willing to participate in programme committee from IO | Nothing has happened, Schaafstal has been on holiday. We could look at BMS, should not just focus on IO. | Schaafstal |
| 245. Comments on Module 3 manual pass on after discussing evaluations | Carried over | Poel |
| 259. Further specification of Spearhead 8 | Carried over, Burghardt will look at notes | Lammers/Burghardt |
| 260. Tell coordinators that dates when marks are announced should be included in manual | No longer relevant | Schaafstal |
| 261. Set up project subjects procedure in relation to module repeaters | Carried over | Schaafstal, De Kluijver, Faber, Spikker |
| 263. Notify Reidsma manual lacks evaluation plan and deadline of announcing partial marks | Has been done | Poel |
| 265. Summary Premaster on Proto site | Pass on to de Kruiff, a new site has been created | De Kruiff |
| 266. Update progress on Master CreaTe | Has been discussed | Schaafstal/Spikker |
| 267. Proposal about format of final evaluations | Carried over, ready in October | Faber |
| 268. Internship to OLC September | Has been done | Faber/Spikker |
| 269. Communicate name workshop patents to Schaafstal | Done by David | De Meij |
| 270. Approach Heylen about new Master's HMI how to communicate to students / feedback session | Has been done | Poel |
| 271. Email new pre-master's summary to de Kruiff | | Faber/de Kruiff |
| 272. Create link from Proto website to CreaTe website | | De Kruiff |

SPEARHEADS

Resolved

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|-----|--|---|--------------------|
| 6.7 | Allow Create degree programme to grow once again, publicize it positively, stable staffing | Spearheads for Schaafstal | Minutes 13-11-2015 |
| 12. | Module 3 | Stienstra to leave UT. For the time being, Dertien will take on Module 3 next academic year | Minutes 21-4-2016 |
| 13. | Module 4 | Stoelinga to coordinate Module 4 | Minutes 21-4-2016 |
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Open points

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| 3. | Module files are not yet properly filled | Still the case, some evaluations have been entered but by no means all. | |
| 4. | Check whether the module teams will prepare a plan for improvement in response to the evaluations | This is ongoing, varies greatly per module. | Minutes 13-10-2015 |
| 8. | Spearhead from students to improve communication between student/lecturer | In progress. | Minutes 13-11-2015 |
| 10. | Master CreaTe | Under development | Minutes 12-01-2016 |
| 11. | Staffing CreaTe (final project supervisors) | Shortage of second assessors for final project. An email should be sent out in order to get other people than the usual suspects. | Minutes 12-01-2016 |
| 14. | | | |
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