

Bureau of Educational Services

To: Members PC CreaTe/HMI

From: Barbara Spikker

Reference: EW116/CreaTe/5692bs Date: 15 December 2016

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

Committee members present: Dr. M. Poel (Chair), dr.ir. C. Salm, dr.ir. H.J.A. op den Akker, S. ter Stal, F. Lammers,
Others present: dr.ir. E.J. Faber (Bachelor Coordinator), KT. De Kruiff (Observer) B. Spikker (Support Staff, Minutes)

1. Opening and announcements

The meeting is opened at 15.05 by Poel.

Announcements

Poel says:

- The vacancy for the succession of Robin Aly has not yet been filled
- The vacancy for sensors has also not been filled.
- Open Days were very popular.
- Master CreaTe has been put on the back burner for now. The possibility is being looked into of creating a combination with HMI through tracks.

2. Setting the Agenda

The agenda is approved in its current form.

3. Minutes of the programme committee of 8 November 2016

Substantive:

Point 9 unclear. Was about mapping the application process properly. The application process seems to be very complicated and should be simplified. Not clear what is meant by AER and Kickstarter. Can be deleted.

N/A

There is mention of the need to have weekly meetings. This is not what was intended. The June meeting will be brought forward and it might be a good idea to have a meeting before then, but that will be decided nearer the time.

The minutes are approved while observing the above points.

Action points:

208. carried over

- 261. carried over
- 267. Faber says he would like an OLC person to be involved. Poel wants to restructure. We would like the coordinator to attend and explain their module. See Point 6 on this agenda. Point can be deleted.
- 273. Internship present. Cake to follow. Point can be deleted.
- 274. Carried over
- 275. The OLC tasks will change. Current cooperation with other OLCs and the Exam Committee is minimal. Part of the OER should be approved by the OLC.
- 276. Not weekly. Has been arranged. Point can be deleted.
- 277. Done. Can be removed.

4. Incoming/outgoing mail

Outgoing:

Fyi.

Incoming:

Theune email is for your information.

5. Internship (Faber)

Faber spoke. Last year's OER included the possibility for students to do an internship. Three students haven't taken up this opportunity. It has been removed in the current OER.

Completing and coaching an internship involves a lot of administrative hassle. A non-disclosure agreement needs to be signed, as well as other forms, Management has to sign and a member of staff needs to be appointed to coach the students. The final project has to be done in a company anyway, so are we not duplicating things? The placement office would need to be enlarged for coaching.

Salm explains how this is done at EE (in a kind of package deal). The OLC would like to carry this point over to the next agenda so that Schaafstal can be part of the discussion. **(Action Spikker)**

The students who have already started need to be coached to a proper completion. The subject itself will not be visible in Osiris. **(Action Faber)**

6. Outline module evaluations

Poel explains.

After their completion, the modules will be discussed in the OLC together with the coordinator or the module team. The manual, UT wide evaluations and Creec evaluations will be discussed. The coordinator should make a summary.

See the schedule attached.

Module 7 will have a completely new team and content, so it may be advisable to evaluate this at an early stage.

The OLC agrees.

Op den Akker says he looked at the reflection reports of the extraneous students and that they are very interesting, including for the module coordinators.

7. Spearheads

- 11. Due to Aly leaving, CreaTe is urgently looking for a new mentor. There is a shortage.
- 12. Point can be deleted. The procedure will be changed.

No new spearheads.

8. Questions

Lammers would like to know what the extraneous students think of the CreaTe modules (see Point 6).

Module ST - the extraneous students are mostly from BMT and WB

Module NM - the extraneous students are mostly from INF

This is partly because the minor matrix is more or less closed.

The extraneous students made some comments including the following:

- Appreciation of ST
- ST difficult and heavy
- Module unknown, not found elsewhere in UT
- Enjoyed explanation by fellow students instead of book
- Learned a lot with regard to personal development

9. End

The meeting is closed at 16:00

Actions

Action point	Status	Action taker
208. Contact the person who is willing to participate in programme committee from IO	Has not yet been decided. Schaafstal has been on holiday. We could look at BMS, should not just focus on IO.	Schaafstal
261. Set up project subjects procedure in relation to module repeaters	Carried over	Schaafstal, De Kluijver, Faber, Spikker
274. CAKE		Faber
275. See what is relevant on the OLC website	Change OLC tasks. Carry over.	Faber/Spikker
278. Internship (package-deal as for EE) together with final projects on January 2017 agenda.		Spikker
269. Ensure Internship not visible for students on Osiris. But keep it.		Faber
280. Modules 5 evaluation on agenda	Coordinators have been invited	Poel/Spikker

SPEARHEADS

Resolved

3.	Module files are not yet properly filled	Can be removed, is discussed directly with the teaching staff from now on	
4.	Check whether the module teams will prepare a plan for improvement in response to the evaluations	Can be removed together with 3, is about the same thing	Minutes 13-10-2015
8.	Spearhead from students to improve communication between student/lecturer	No longer necessary.	Minutes 13-11-2015
12.	New modules - module plan	Can be removed. Will be restructured	Minutes 08-11-2016

Open points

10.	Master CreaTe	Is still diverging	Minutes 12-01-2016
11.	Staffing CreaTe (final project supervisors)	It has calmed down. Robin Aly is pursuing his career in a different direction. This will have consequences for Module 8. He was also the coordinator of the Mentoring section. Dresscher has been drafted in for 2 days, van Delden and Keith have started doing more for CreaTe. The process of filling the vacancy has been speeded up.	Minutes 12-01-2016