

*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: EWI16/CreaTe/4754bs      Date: 16 March 2016

## **Concerns    Minutes of the PC CreaTe/HMI meeting, 15 March 2016**

Committee members present:      Dr M. Poel (chair), Dr H.J.A. op den Akker, Dr C. Salm,  
S. ter Stal, F. Lammers

Others present:                      Dr E.J. Faber (bachelor's coordinator), B. Spikker  
(support staff, minutes), C.N. Burghardt (listener)

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### **1.    Opening and announcements**

The meeting is opened at 09:05 by Poel.

#### **Announcements**

Various members have to leave the meeting by 10:30.

Burghardt recovered again after her surgery and will join the meetings from now on.

De Haan will be sent an email asking whether she wishes to remain a student member of the OLC as she has not been present for meetings for some time. If she no longer wishes to be a student member, then Burghardt will be appointed as student member. **(action Spikker)**

Poel states that the faculty is working on a Reorganisation Master's Education study to make matters more efficient.

Salm brings up the pre-registrations as they are stated on this site.

- 54 pre-registrations with respect to 50 of last year.
- 45 of these are registered for 1 programme.
- 38% is female and 62% is male.
- 62% is Dutch, 23% European and 15% from the rest of the world. Target number for new registrations is 105.

### **2.    Setting the agenda**

Poel wishes to first discuss agenda point 7. Followed by the evaluations of module 6 and, if there is time, the evaluations of module 2. The members agree.

The agenda is set taking into account the above.

### 3. Minutes of the programme committee of 9 February 2016

*Substantive:*

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N/A

- page 1 -

- page 2 -

- Page 3 -

The minutes will be approved in their present form.

#### **Action points:**

181. Poel forwarded the summary of the evaluations and scores regarding module 6 (see attached agenda documents slides). This could possibly serve as an example for the other modules. Poel will discuss this with Schaafstal with respect to the module teams. **(action Poel)**.
208. discussed with the OLD, but no response from IO yet.
218. is still an open item.
230. it appears that the EWI-wide ex.board. (Hans Romkema) is also working on the module files. This means that files must be stored in two locations. This is not efficient and student members must also have access to the files. Poel will contact Romkema. **(action Poel)**. Furthermore, J. Brinkman and R. Bults must still get folder permissions. Remove Joel Scholten (not a CreaTe student) **(action Spikker)**
231. is on this agenda. Point can be removed.
242. will be put on agenda May. Burghardt shares that student Therese Bergsma looked through the TER in its entirety. Perhaps she can contribute to the internal committee. Schaafstal wishes to form regarding the TER. Faber will pass this on to Schaafstal. **(action Faber)**
243. will take place later.
244. has taken place. Point can be removed.
245. remains.
246. remains.

### 4. Incoming/outgoing mail

#### **Outgoing:**

*Mail Lammers reaction programme committee manual 11 and 12*

For notification purposes.

#### **Incoming:**

*Report read writing rights P disk CreaTe Programme Committee*

See action point 230.

### 5. Evaluation Smart Environments Module 2

Due to time constraints, this point will be placed on the April agenda. **(action Spikker)**

### 6. Evaluation Intelligent Interaction Design Module 6

CreaTe students are more excited about the module than TI students. The biggest bottleneck, however, is the project/collaboration between TI and CreaTe students. Pool explains it.

There is a discussion on whether it is wise to share the module with three programmes (TI, CreaTe, BIT). It is stated that it is educational to work together with students of other disciplines.

The following solutions are provided:

- Split up modules more/make modules more programme-specific;
- Let students choose what they want;
- More supervision in the collaboration between TI/CreaTe students;
- Discuss their views of each other in 1st week;

The programme committee (OLC) is satisfied with the module and certainly wants to maintain it and hopes that the module does not change/lose quality too much for CreaTe students.

## **7. Master HMI**

HMI currently has 25 new first-year students. Poel briefly explains the document regarding the new curriculum after which there is a discussion of the following points.

- Courses do not need to be shared, which is advantageous;
- Distributing courses properly over the first and second year taking into account HCID;
- Majority of courses will be 5EC, which is better for study feasibility and planning, etc.;
- Some courses do not have an advanced variant, however, this space can be filled with a Research Project;
- Ensure that students also go in-depth and not only take basic courses;

The OLC is satisfied with the new structure, but notes that there is still a lot of work to be done before being able to transfer per 1 September 2016. Transitional regulations must also be made. Furthermore, it is to be prevented that students only choose basic courses. **(action Poel)**

## **8. Spearheads**

Point 1. Module 3. Jelle Stienstra of IO will take up the role of coordinator for module 3.

Salm expresses her concern regarding spearheads 6 and 7. She notes that should CreaTe grow, then this needs to be anticipated in a timely manner, for example, by adjusting the education and staffing.

## **9. Questions**

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## **10. End**

At 10.30 a.m. the meeting is closed.

## Actions

Action point	Status	Action taker
181. report assessments of module evaluations in log file	Ongoing action	All
208. contact the person who is willing to participate in programme committee from IO	Discussed, but still unknown	Schaafstal
218. contact module coordinators to fill module files	Also see point 247	Schaafstal
231. during evaluations of module 2 Smart environments, specify: - min. Figure sketching not specified - report retake in manual	Once the evaluations of module 2 have been discussed, report this to module coordinator. See point 251.	Poel
242. TER on May agenda	Also see point 250.	Spikker/Schaafstal
243. assessing module manuals modules 4 and 8		Salm
245. Provide comments manual module 3 after discussing the evaluations	As soon as evaluations are available	Poel
246. Provide comments manual module 4 after discussing the evaluations	As soon as evaluations are available	Poel
247. Poel drew up a draft regarding evaluations. He will contact Schaafstal to perhaps discuss this with module teams.	Also see point 218	Poel
248. contact Romkema with respect to maintenance of module files		Poel
249. give J. Brinkman and R. Bults access to webdav for OLC folder regarding module files and the removal of student Joel Scholten	Has been forwarded to ICTS	Spikker
250. Inform Schaafstal that student Therese Bergsma went through TER regarding TER committee		Faber
251. evaluation module 2 once again on the agenda in April		Spikker

## SPEARHEADS

### resolved

1.	Modules 3 and 7 have no coordinator.	Resolved for now. Edwin Dertien will do M3 once and Joost Brinkman will do M7. J. Stienstra will do M3 next year.	Minutes 13-10-2015 and 15-03-2016
2.	A coordinator must still be appointed for Module 4	Resolved for now. Will be done by Oosterhuis.	Minutes 8-12-2015

### Open points

3.	Module files are not yet properly completed		
4.	Check whether the module teams will prepare a plan for improvement in response to the evaluations		Minutes 13-10-2015
5.	Quality of Education in response to meeting. See minutes of 13-10-2015	Ongoing projects in modules; Various types of students (shallow and deep learning) <u>Dealing with compensation</u>	Minutes 13-10-2015
6.7	Allow CreaTe degree programme to grow once again, publicize it positively and stabilize staffing	Spearheads for Schaafstal	Minutes 13-11-2015
8.	Spearhead from students to improve communication between student/lecturer	Spearhead from student members	Minutes 13-11-2015
9.	A coordinator still needs to be appointed for Module 4	Will be done by Oosterhuis once.	Minutes 8-12-2015
10.	CreaTe master's programme	in development	Minutes 12-01-2016
11.	Staffing CreaTe (graduation project supervisors)		Minutes 12-01-2016